

Sustainability event checklist

Student Groups



Sustainability checklist

Guide to keeping your events sustainable

Every event is an opportunity to make a positive impact. By making small and thoughtful choices, you can reduce waste, lower your environmental footprint and help build a more sustainable campus community.

This checklist is designed as a practical guide to help you plan and deliver events as sustainably as reasonably possible, from initial planning through to post-event follow-up. You don't need to do everything at once; even a few actions can make a real difference. Below are just some points to consider but you are welcome to add your own as well!

Event:	Date:	Venue:
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Pre-planning:		Descriptions
Primary Plans	Is it possible to combine this event or does it need to be a stand-alone event?	
Primary Plans	Can this event be hosted online?	
Primary Plans	How will you promote the event? (Electronic promotions preferred to avoid use of paper)	
Primary Plans	Can you hire or borrow equipment instead of buying new? Are decorations reusable, recyclable or borrowed from another group? Have you avoided single-use decorations (balloons, confetti, plastic banners)?	
Catering	Will you be using recyclable/environmentally friendly cutlery? We also have limited stock available for cutlery. Have you contacted the reception to see if they still have anything you can use?	
Catering	Does the venue have the Food for Life Award, or any other sustainable practice award?	
Catering	Are your products sourced from ethically sourced companies, i.e. Fair-trade produce?	
Catering	Have you encouraged attendees to bring their own resources? i.e. If you are holding a social at the Ground, Students can get 50p off their drinks if they bring their own mugs.	
Catering	Have you considered donating surplus food/drink to a local charity? Please note that the certain food items may be eligible to be donated at the Students Union Food Pantry – these include canned items, pasta, oats etc. Link to food donation charities in London: - Bow Foodbank: Donate food – Bow Foodbank - St Dunstan's & All Saints Church: Food Bank - St Dunstan and All Saints Stepney	

Catering	If there are meat and dairy options, are they from regulated/ accredited producers (including free-range only)	
Comms	Have attendees been encouraged to complete a food/drink request to avoid ordering excess food?	
Comms	Can QR codes replace printed schedules or menus? Can presentations be shared digitally instead of printed handouts?	
Travel	Have you included pedestrian/ cycle routes and public transport options in your event location to encourage sustainable modes of transport?	
Consumables	Is it possible that any paper that is used for the event is printed on recycled materials?	
Consumables	How can you limit the amount of paper that you use through alternative and online means?	

At the event:**Descriptions**

Comms	Will you encourage students to recycle and act sustainably as possible? (for example, directing them to the correct recycling bins)	
Comms	Will you encourage individuals to turn off any equipment/laptops/lights when not in use?	
Planning	Has a specific person been assigned as a "sustainability lead" for the event?	
Materials / Waste management	Will someone be responsible for checking that all waste is disposed of appropriately and safely in a way that is not damaging to the local environment?	
Materials / Waste management	Will you recycle posters after you have finished and ensure that all blue tac is removed from the walls to prevent damage?	

After the event:**Descriptions**

Comms	Will you double check to make sure that all the equipment has been turned off and if waste from event is disposed of correctly	
Feedback	Will all event evaluation be completed by electronic means?	
Feedback	Will you ask attendees to indicate how far they travelled? (optional)	

Thank you for taking steps to make your event more sustainable. Your choices help reduce waste, support ethical practices and contribute to a greener student community at Queen Mary!