Top tips for running a sustainable event

Venue

Think about whether the venue you're using is a healthy working environment. Does it have natural light? Is it accessible for all guests? Do they have recycling facilities? Most venues now have sustainability policies. Why not find out about these before confirming your booking.

Catering

Did you know that meat is a big contributor to global greenhouse gases? Why not opt for vegetarian or vegan catering? Also, think about food waste. In the UK we throw away 4.4m tonnes edible food every year. Avoid over ordering by asking attendees when they book if they need lunch, and bring containers to take away excess food. Instead of buying bottled water, fill jugs with tap water.

Travel

Make sure your venue is handy for public transport, walking and cycling, and has space for people to park their bikes. If guests need to bring the car, why not ask them to car share. You could even share names of people who will be driving and are happy to car share with other guests.

Materials

Go digital! Share the agenda and handouts by email prior to the event. If you decide to print, make sure you use recycled paper. Do you have old banner stands lying around? Why not ask the printers to re-skin them, rather than making new ones.

Community

Think about how your event contributes to the local area. Why not look to local businesses or social enterprises to provide the services you need. Are there opportunities for volunteers? Perhaps your event can provide valuable work experience for students.

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Social Responsibility and Sustainability