



Sustainable Event Guide

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Environment
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LEADERSHIP

A sustainable event is the opportunity to define our legacy by the service we provide, rather than the footprint we leave behind.

By adopting Sustainable Event Guide actions, Rotary clubs can demonstrate tangible community leadership while creating high-value engagement opportunities for younger generations.

WASTE

- Avoid single use plastic:
 - o Ask attendees to bring water bottles, keep cups, name badges and own bags.
 - o Provide drinking fountains.
 - o Provide reusable alternatives such as cup libraries, crockery and cutlery.
 - o If reusable alternatives are unfeasible, provide bamboo or wood alternatives.
- Use digital alternatives to tickets, flyers and booth displays
- Avoid welcome kits
- 4 bin system – landfill, container deposit scheme, organics, mixed recycling
- Clear labelling of bins
- Volunteer 'bin-fairies'
- Donate leftovers

FOOD

- Choose local and plant-based menu options

TRANSPORT

- Consider online event alternatives
- Encourage public transport
 - o choose a venue close to public transport
 - o provide public transport information
 - o incentivise public transport using a virtual raffle ticket for each public transport trip
- Encourage car-pooling
 - o event communications
 - o use a carpool platform such as Groupcarpool
 - o Incentivise car-pooling using a virtual raffle ticket for each carpool trip

EVALUATION

- Measure outcomes against Business as Usual
- Seek feedback from attendees and organisers via a digital survey
- Collect and share 'Stories of Impact' including high-quality pictures
- Refine future actions based on evaluation