

# SUSTAINABLE EVENT GUIDE

Simple changes to help make your events more sustainable

We can all take action to reduce our impact on the environment!

Litter Free Dorset promotes the waste hierarchy, which prioritises reusing over recycling in order to reduce waste and prevent litter.

## TIPS FOR MEETINGS, CONFERENCES & NETWORK EVENTS

1

### The venue

- Choose a venue that has kitchen facilities with plates, cutlery, mugs, etc, to avoid using disposable items.
- Use presenting facilities instead of printing paper copies.
- Ask your venue to recommend local suppliers to reduce mileage and support local businesses.
- Choose a location with easy access to public transport, or encourage attendees to car-share.



2

### Catering

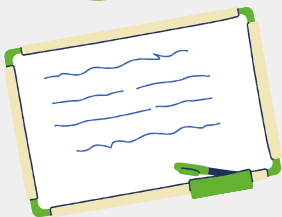
- Make your expectations clear prior to booking a caterer.
- Ensure that caterers can supply food in reusable containers that can be returned after your event.
- Select dishes that promote seasonal ingredients.
- Provide jugs of tap water instead of single-use bottles.
- Encourage attendees to take leftovers to avoid waste.
- Choose a caterer who uses local suppliers.



3

### Resources

- Invest in reusable name tags that can be edited and used again at future events.
- Email feedback forms and documents or use presenting facilities to avoid additional printing.
- Provide whiteboards or chalkboards for feedback and activities, instead of post-it notes and flipcharts.



4

### Refill

- Make sure tap water is always available and signposted.
- Remind attendees to bring their own reusable coffee cups and water bottles on the day.
- Ensure that reusable glassware and cups are available.

