

SUSTAINABLE EVENT ORGANIZATION LOGISTICS

Consider the **logistics of your event**. What steps can you take to minimize the environmental footprint of the event? This list of organizational aspects will help you:

Venue and Infrastructure

- Choose locations within the venue/site that minimize the environmental impact and ensure visitor safety.
- Use temporary infrastructure (e.g., stages, seating) that can be reused or easily recycled.

Energy Consumption:

- Utilize renewable energy options for powering the event, such as solar or wind energy
- Energy Efficiency: Use energy-efficient lighting (e.g., LEDs) and equipment to reduce power consumption.

Water Usage:

- Conservation Measures: Implement water-saving initiatives, such as low-flow faucets and water refill stations, to minimize water waste.
- Greywater Recycling: If possible, collect and reuse greywater for non-potable purposes, like cleaning or irrigation.

Biodiversity Protection:

- Impact on the Location Environment: Ensure the event doesn't disrupt local flora and fauna, especially if the venue/site is in or near a natural habitat.
- Preservation Plans: Work with local environmental groups to create preservation plans that minimize ecological disruption.

Waste Management:

- Implement a waste reduction plan that includes clearly marked recycling stations and composting options for food waste.
- Minimize the use of single-use plastics by providing water refill stations and encouraging attendees to bring reusable containers.

Procurement and Suppliers:

- Select suppliers and vendors who adhere to sustainable practices. Prioritize those who offer reusable, recyclable, or biodegradable products.

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- Arrange for sustainable catering options, emphasizing locally-sourced and plant-based foods.

Sustainable Materials and Merchandise:

- Reduce printed materials by offering digital tickets, maps, and event programs via mobile apps or QR codes.
- Eco-Friendly Printing: If printing is necessary, use recycled paper and eco-friendly inks, and ensure that materials can be recycled after the event.
- Eco-Friendly Souvenirs: If offering event merchandise, ensure that it's made from sustainable, recycled, or biodegradable materials.

Transportation and Accessibility:

- Encourage the use of public transport, carpooling, or biking to the event by providing incentives or clear information.
- Ensure the event is accessible to all, including those with disabilities.

Post-Event Sustainability:

- Clean-Up and Legacy: Ensure thorough post-event clean-up and consider leaving a positive legacy, like planting trees or restoring natural habitats.
- Sustainable Legacy: Consider longer-term sustainability projects that can continue benefiting the venue/site and local community after the event.



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WISHLIST OF ACTIVITIES	FEASIBILITY easy / doable / difficult	IMPACT high / medium / low

WE COMMIT to implement:

ACTIVITY 1: _____

Because: _____

The first thing we will do to start making it happen is:

ACTIVITY 2: _____

Because: _____

The first thing we will do to start making it happen is:

ACTIVITY 3: _____

Because: _____

The first thing we will do to start making it happen is: