This checklist is for **events >500 people, run on Council owned/managed land.** Please complete the relevant sections below and indicate how the mandatory requirements have been met and how other sustainability aspects have been considered and incorporated into your event.

The below guides are available:

* Special Event Guidelines
* Sustainable Event Stallholder Guidelines
* Sustainable Catering Products for external event organisers

|  |  |  |  |
| --- | --- | --- | --- |
| Considerations | Mandatory/ Optional | Yes/No/NA | Comment/support needed |
| Catering |  |
|  | The number of attendees has been estimated accurately in order to reduce food waste. | Mandatory | Choose an item. |[ ]
|  | A range of food options are provided to cater for different dietary requirements, where practicable.  | Mandatory | Choose an item. |[ ]
|  | No plastic or polystyrene-foam serving ware of any kind is to be used or distributed. All serving ware (plates / cups / bowls / trays / cutlery / food packaging) used and distributed are reusable/washable, or made from opaque compostable materials (e.g. corn starch, paper or bamboo). See guides above.  | Mandatory | Choose an item. |[ ]
|  | No plastic straws are to be used or distributed. | Mandatory | Choose an item. |[ ]
|  | Guests should be reminded to bring their own reusable cup, or reusable/washable cups made available at events and washed afterwards. Disposable compostable coffee cups must only be used if these options are not available.  | Mandatory | Choose an item. |[ ]
|  | Reusable or recyclable plastic wine glasses must be provided, if being used.  | Mandatory | Choose an item. |[ ]
|  | Napkins made from 100% recycled paper or bamboo products must be provided, if used.  | Mandatory | Choose an item. |[ ]
|  | No plastic drink bottles or plastic water bottles are to be used or distributed. Bulk dispensers or jugs should be used for water, instead of plastic water bottles. *Note: Plastic drink and water bottles accepted for stallholders only during first year of transition period (2020).* | Mandatory | Choose an item. |[ ]
|  | No single-use plastic sachets are to be used or distributed. Bulk dispensers should be used for condiments (e.g. salt, pepper, soy/tomato sauces etc.) | Mandatory | Choose an item. |[ ]
|  | All stallholders have read and agreed to the Stallholder Kit Terms & Conditions and thus abide by the Temporary Food Stalls Code and Mobile Food Vendors Code | Mandatory | Choose an item. | Click here to enter text. |
|  | Leftover food will be donated to a charity organisation/shelter eg. Ozharvest, Foodbank? | Optional | Choose an item. |[ ]
| Marketing/Communication |  |
|  | The event is promoted electronically (email promotion, website, intranet, Council newsletter) and bookings are confirmed via email or SMS. | Optional | Choose an item. |[ ]
|  | Promotional material is printed (where practical):* double-sided
* on 100% recycled paper/ stock
* using a waterless printing method with vegetable based inks
 | Mandatory | Choose an item. |[ ]
|  | Promotional material is printed on totally chlorine free (TCF), process chlorine free (PCF), or elementary chlorine free (ECF) paper. | Mandatory | Choose an item. |[ ]
|  | Handouts are limited. Links to download information is provided, if relevant.  | Mandatory | Choose an item. |[ ]
|  | Sustainability efforts highlighted on promotional materials/ signage and communicated with participants during the event. | Mandatory | Choose an item. |[ ]
|  | Signage/posters/banners created for the event can be reused (if a repeat event, avoid referring to numeric dates to facilitate reuse – e.g. use First Sunday in March). | Optional | Choose an item. |[ ]
| Waste management |  |
|  | An adequate number of waste, recycling and organic bins is provided. Bin lid/cap colours must comply with the Australian standard.  | Mandatory | Choose an item. |[ ]
|  | An organic waste collection is provided for food waste and compostable ware. *Note: Please discuss with Council to see how we can help you to have an organic waste collection at your event* | Mandatory | Choose an item. |[ ]
| Transportation |  |
|  | The venue is close to public transport, or you are providing communal, fuel efficient transport for attendees (e.g. a bus service from the nearest train station or carpooling?). | Optional | Choose an item. |[ ]
|  | Bike racks are provided where relevant. | Optional | Choose an item. |[ ]
|  | The message of “walk, ride or use public transport” is promoted. Sustainable transport options have to be promoted to attendees (e.g. links to public transport websites, or a platform for participants to organise sharing of cars, buses and/or taxis.) | Optional | Choose an item. |[ ]
| Other |  |
|  | Single-use plastic bags, plastics balloons, confetti and glitter are not to be used, given away or released during the event. This includes twisted balloon creations. | Mandatory | Choose an item. |[ ]
|  | Biodiesel generators, if being used, are to be those that use 2nd generation cooking oils, or oils that are a by-product of other food processing, rather than food crops grown solely to produce oil. | Mandatory | Choose an item. |[ ]
| Please describe any other strategies/actions you will put in place to reduce the environmental impact of the eventClick here to enter text. |  |

**Submit your plan**

Please attach the completed plan with your your event booking request and the Environment & Sustainability Team will contact you if any support is needed.

**Questions**

For further advice in delivering your event sustainably, please contact the Sustainability Engagement Coordinator on x893 or sustainability@kmc.nsw.gov.au