PUBLIC EVENT
Sustainable Event Planning Checklist

ACT Government

Everyday climate choices

Recycling

Pre-event preparation	Who is responsible	When	✓
1 Nominate waste coordinator	Organising committee to select a waste coordinator	3 months prior	
2 Arrange quotes from waste/recycling contractors	Coordinator	2 months prior	
3 Devise recycling plan	Contractor in consultation with coordinator	4 weeks prior	
4 Decide bin system requirements	Two-bin or three-bin system Coordinator	4 weeks prior	
5 Bin site plan	Contractor in consultation with coordinator	4 weeks prior	
6 Communicate plan to stakeholders	Coordinator	2 weeks prior	
7 Plan 'back-of-shop' collections Coordinator	Coordinator	2 weeks prior	
8 Check materials used by stallholders Coordinator	Coordinator	2 weeks prior	
9 Identify re-use opportunities	Coordinator	2 weeks prior	
10 Appoint and brief media spokesperson	Coordinator	2 weeks prior	
11 Promote recycling activities	Media spokesperson	1 week prior	

During the event	Who is responsible	When	✓
1 Clean site and place bins as per site plan	Contractor	Day of event	
2 Check for correct bin signage	Coordinator	Day of event	
3 Promote recycling activities throughout the event	Contractor	Throughout	
4 Empty/exchange bins deliver contents to service area	Contractor/volunteers	Throughout	
5 Monitor bins Contractor	Coordinator	Throughout	
6 Communicate with workers	Coordinator in consultation with contractor	Throughout	
7 'Back-of-shop' runs	Contractor	Throughout	

After the event	Who is responsible	When	✓
1 Deliver material to recyclers and landfill	Contractor	Day after	
2 Clean up	Contractor	Day after	
3 Debrief with event team	Contractor	Week after	
4 Provide reports to Actsmart Public Event team	Contractor	Week after	
5 Media follow-up	Media spokesperson	Week after	

Transport

Pre-event preparation	Who is responsible	When	✓
6 Document public transport options to and from the event and publicise to patrons	Organising committee	3 months prior	
7 Arrange quotes from waste/recycling contractors	Organising committee	3 months prior	
8 Devise recycling plan	Organising committee	3 months prior	

During the event	Who is responsible	When	✓
1 Consider providing staff with bicycles to get around large events	Coordinator	3 months Prior	

Energy and Water

Pre-event preparation	Who is responsible	When	✓
1 If using portable toilets seek quotes for low water use versions	Organising committee	3 months Prior	
2 If using generators seek quotes for using Biodiesel or solar to achieve low or zero emissions	Contractor/Coordinator	3 months Prior	
3 Consider charging vendors for each appliance they wish to bring	Coordinator	3 months Prior	
4 Design power systems so non-essential services can be switched off overnight	Coordinator/contractor	3 months Prior	
5 Develop power use plan and communicate to stakeholders	Coordinator/contractor	2 months Prior	
6 Review audit of your power and water use from previous event	Coordinator/contractor	2 months Prior	

During the event	Who is responsible	When	✓
1 Monitor power use	Ensure event staff, vendors and patrons adhere to power use plans	During the event	

After the event	Who is responsible	When	✓
1 Write a report on power and water use for your event and report areas for improvement to your team	Coordinator	1 week after event	

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Purchasing

Pre-event preparation	Who is responsible	When	✓
2 Set guidelines for responsible purchasing (e.g. all packaging must be compostable, Australian made, recyclable or locally made)	Coordinator	Up to 1 year prior	
3 Communicate these guidelines to all event staff and contractors	Coordinator	Up to 6 months prior	
4 Plan what items you will hire and what you will buy	Coordinator	6 months prior	
5 Ensure bought items are designed so they can be reused. (e.g. Don't include dates or years on signage or merchandise)	Coordinator	3 months prior	

During the event	Who is responsible	When	✓
1 Ensure disposable items are being placed in the correct waste streams	Coordinator	During the event	
2 Make note of how well your equipment and merchandise is working and make notes of how to improve it	Coordinator	During the event	

After the event	Who is responsible	When	✓
1 Ensure as much equipment as possible is collected, cleaned and packed away for reuse	Contractor/Staff	Day after	
2 Note what items ended up on the ground or in the wrong waste stream and make notes on alternative items for next year	Contractor/Staff	Day after	

Venue

Pre-event preparation	Who is responsible	When	✓
3 Prioritise potential venues with accredited green power and/or green star accreditation for constructions and building	Organising committee	Up to 1 year prior	
4 Choose a venue with good access to public transport	Organising committee	Up to 1 year prior	

During the event	Who is responsible	When	✓
1 Control the heating and cooling for your event to minimise your consumption	Organising committee to select a member		

Sample Event Planning Checklist

Pre-event preparation	Who is responsible	When	✓
2 Nominate sustainability coordinator and media spokesperson	Organising committee to select a member	3-6 months prior	✓
3 Seek quotes to engage contractors, venue and staff	Coordinator to arrange quotes from waste/recycling contractors	3-6 months prior	✓
4 Communicate plan to stakeholders	Coordinator	2 months prior	✓
5 Check materials used by stallholders	Coordinator	2 months prior	✓
6 Appoint and brief media spokesperson	Coordinator	2 months prior	✓
7 Promote recycling activities	Media spokesperson	Begin 2 months prior	✓
8 Include contract clause	Coordinator to arrange contract	6 weeks prior	✓
9 Devise recycling plan	Contractor in consultation with coordinator	4 weeks prior	✓
10 Decide bin system requirements - two-bin or three-bin system	Coordinator	4 weeks prior	✓
11 Bin site plan	Contractor in consultation with coordinator	4 weeks prior	✓
12 Arrange bin covers and label bins	Actsmart Public Event Team/Coordinator	4 weeks prior	✓
13 Identify service area and organise signage for large containers	Contractor in consultation with coordinator	1 week prior	✓
14 Organise placement, use and collection of bins	Contractor	1 week prior	✓
15 Colour code bin liners	Contractor	1 week prior	✓
16 Plan 'back-of-shop' collections	Coordinator to consult with stallholders and advise contractor	1 week prior	✓
17 Identify re-use opportunities	Coordinator	1 week prior	✓

During the event	Who is responsible	When	✓
1 Clean site and place bins as per site plan	Contractor	Day of event	✓
2 Check for correct bin signage	Coordinator and staff	Day of event	✓
3 Promote recycling activities	Coordinator	Throughout	✓
4 Empty/exchange bins; deliver contents to service area	Staff/volunteers	Throughout	✓
5 Monitor bins and power use	Contractor or coordinator	Throughout	✓
6 Communicate with workers	Coordinator in consultation with contractor	Throughout	✓
7 'Back-of-shop' runs	Contractor	Throughout	✓
8 Thank everyone	Coordinator	At closing	✓

After the event	Who is responsible	When	✓
1 Clean up	Contractor	Day after	✓
2 Deliver material to recyclers and landfill	Contractor via sub contractors	Day after	✓
3 Debrief with event team	Coordinator	Week after	✓
4 Provide reports to Actsmart Public Event Team	Coordinator	Week after	✓
5 Media follow-up	Media spokesperson	Week after	✓

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