

# SUSTAINABLE EVENTS CHECKLIST

Randwick Council appreciates your effort in making this a sustainable event.

Randwick City Council is committed to reducing the environmental impact of our events and asks that you respect and adopt our values. This sustainable events checklist outlines minimum requirements we ask stallholders to plan for, as well as simple suggestions which can be adopted to reduce the event's environmental impact. Please note that **all single-use plastics are banned** at Randwick Council supported events as of January 1, 2019.

CATERING	
Minimum requirement	Sustainable suggestion
Food containers, drink bottles and utensils are made from reusable or biodegradable or compostable materials.  No petroleum-based plastics are to be used.	Items made from cornstarch, sugarcane, wood and cardboard are the preferred alternatives to plastics. If these materials cannot be sourced, bioplastics made from plants, not oil, are preferred. Bins will be provided for general waste and recycling. Food vendors should be aware of the location of each bin, and encourage customers to dispose of the items correctly. If your stall uses coffee cups, please encourage attendees to place the lid in the recycling bin, and cup in the general waste bin. You could also consider a 'no-lid' option or provide a small discount for customers who bring their own reusable cups.
Plastic straws are not to be provided to event attendees.	Many customers do not require a plastic straw with their drink. If required, vendors can offer non-plastic alternatives such as paper straws.
Food vendors should aim to offer sustainable food options at their stall.	Food vendors should aim to offer the following food options: <ul style="list-style-type: none"><li>• Vegetarian or vegan</li><li>• Free range</li><li>• Organic</li><li>• Seasonal produce</li><li>• Fair-trade</li></ul>
Plastic water bottles are not to be provided to event attendees.	Stallholders are encouraged to bring their own reusable water bottles to the event and use at refilling stations. Stallholders should also familiarise themselves with the location of the event's recycling bins and hydration stations, and remind attendees to refill their water bottles.
Avoid individually wrapped items such as salt, pepper, tomato sauces, salad dressing and sugar.	Provide items in reusable or recyclable containers at self-serve stations when practical.

WASTE PREVENTION	
Minimum requirement	Sustainable suggestion
Avoid unnecessary packaging.	Consider wrapping delicate items in reusable or recyclable material (such as newspaper) and avoiding multiple layers of packaging. Soft plastics, polystyrene and most household materials can be recycled. It is the responsibility of the stallholder to remove their own waste from the site and recycle responsibly. Randwick residents can recycle items at the Perry St Recycling Centre, Matraville.
Balloons are not to be brought to the event or given away to attendees.	Consider durable or recyclable decorations such as artwork, plants or banners. All single-use decorations should be avoided where possible.
Plastic bags are not to be provided to event attendees.	Single use plastics bags are not to be used at Council events. The NSW Government banned the use of lightweight plastic bags (35 microns or less) from 1 June 2022. Stallholders can provide attendees with paper or reusable bags alternatives if required. In all cases, customers should be given the chance to go bag-less or use their own bag.

MARKETING	
Minimum requirement	Sustainable suggestion
The distribution of brochures or programs is limited to attendees with genuine interest in the stall.	Consider the following digital communication options: <ul style="list-style-type: none"><li>• Encourage attendees to take photos of information (they will be more likely to revisit their photos than old flyer's)</li><li>• Encourage email sign-ups, QR codes and website visits</li><li>• If paper and cardboard marketing material is essential, please ensure the material is printed on both sides and uses recycled paper.</li></ul> Consider replacing plastic cable ties with reusable velcro cable ties.
Limit the distribution of handouts, gift bags, and promotional items to attendees with genuine interest in the stall.	To avoid unnecessary giveaways, consider offering attendees experiences or digital gift vouchers instead. If physical items are provided, consider offering sustainable gifts which are made locally, made from recycled products, are biodegradable, compostable or are durable and likely to be reused.

Randwick City Council encourages sustainable practices at events by ensuring sustainable services are readily available to stallholders and attendees. Bicycle valet parking, multiple waste-stream bins, and water hydration stations will be offered where possible. Consider digital communications and recycled paper (double-sided printing where practicable) for your event marketing.

Email [sustainability@randwick.nsw.gov.au](mailto:sustainability@randwick.nsw.gov.au) if you would like to inquire more about Randwick Council's Sustainable Events Checklist.

**Promote yourself on social media at our 'low-waste', 'no-waste' events.**