Sustainable Event Guidelines

Trinity’s aim as a ‘Green Flag’ Campus is to incorporate sustainability into day-to-day activities in college. We know that organising events takes a lot of work, so the checklist below provides some guidance on how to plan and execute events in an environmentally friendly way, i.e. minimising energy consumption, waste and single-use plastics.

1. **Food Catering**
   - Have you...
     - Considered a vegetarian/vegan menu?
     - Taken steps to reduce food waste (e.g. typically if ordering per person you only need to cater for 60% attendees)?
     - Sourced glass or reusable/compostable plates, cutlery, cups, etc.?
     - Recycled responsibly post event
     - Borrowed the CSC wine glasses instead of buying disposable ones?
     - Signposted the water refilling areas so attendees can locate them?
     - Requested that attendees bring reusable water bottles and coffee cups?

2. **Communications**
   - In communicating this event to attendees, have you...
     - Considered highlighting the sustainable aspects of your event in the email to members, social media post, etc?
     - Use TITO or similar online ticketing system
     - Reduced the number of marketing leaflets/posters/tickets you print. Used post-consumer recycled paper for printing?

3. **Venue**
   - Is your venue accessible by public transport or walking?
   - If not, have you organised lift sharing between attendees?
   - Does your venue have AV (audio-visual) facilities to invite remote attendance?
   - Will you turn off lights/ close windows when leaving the room?
   - Does your venue have recycling facilities?

For further advice on planning green accessible events you can have a look at the following guides:

UN Sustainable Events Guide
Accessible Events Guide