



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](#)