



Green Events

Holding an **event that follows sustainable practices** not only minimises negative impacts on the environment, but it can also boost the reputation of your office.



Why this is important

- Events are often accompanied by a big clean up afterwards.
- Food packaging items can be a large source of waste and are mostly non-recyclable.
- Using local produce and suppliers helps minimise greenhouse gas emissions produced from transportation.
- Purchasing fair trade supports reasonable working conditions.

WHAT YOU CAN DO

- Provide recycling bins at events and meetings.
- Use reusable cups, plates and cutlery whenever possible. For occasions when this is not possible, use recycled products instead of plastic.
- If possible, ask attendees to bring their own mugs or reusable cups to meetings and small events.
- Avoid purchasing meals packaged in cardboard or plastic boxes.
- Have items, such as sugar, salt, condiments and beverages in bulk containers to reduce waste.
- Use jugs of water instead of individual bottles.
- Use local organic flowers or recyclable decorations.
- Purchase fair trade and local foods.
- Promote your event electronically if possible or use paper with recycled content.
- Choose eco-friendly name tags and lanyards, made from sustainable materials such as bamboo or recycled paper.
- Provide information to guests about the environmentally friendly practices at your event.



Sustainability

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