

# THE SUSTAINABLE EVENT PLANNER

## 1. FOOD AND CATERING

- Order reusable cups/ encourage participants to bring their own cups
- Get the confirmation of your participants before ordering food
- Prioritise vegan/vegetarian options while meeting dietary requirements
- Offer food group vouchers (if unsure about the turnout rate)
- Take away for leftovers or use the community fridge
- Provide and label a bag for recyclable waste

## 2. MERCH, PRINTED ITEMS AND DECOR

- Do not give unnecessary merch
- Do not print the items that cannot be used again in other events
- Digitalise the process when you can- e.g. online register
- Check the [equipment sharing list](#) before purchasing new decor items

## 3. ENERGY AND TRANSPORT

- Select the venue with better natural lighting
- Assign someone to switch off lights, AV and appliances before leaving
- List public transport as the first option for travel to the venue
- Schedule reminder emails or updates for attendees

## 4. EVENT COMMUNICATIONS

- Add the [statement](#) to your event webpage and event invitation
- Add the [statement](#) to the displays on the venue
- Collect feedback if possible

**For any questions or feedback, please reach  
out to [sustainability@warwick.ac.uk](mailto:sustainability@warwick.ac.uk)**