



Faculty of Business and Law (FBL) Sustainable Events Guide

Curtin's commitment to sustainability

"Curtin is committed to creating sustainable operations that help to protect our planet. Energy transition and a reduction in our carbon footprint are key areas of focus for Curtin as we look to the future, as well as reducing food waste, and protecting water resources. Curtin will be a key player in empowering others to follow suit and transition to more sustainable business practices and will support Government to achieve its commitment to climate change."- Curtin 2030 Strategic Plan

Supporting the UN Sustainable Development Goals

SDG 12: Ensure sustainable consumption and production patterns

- **12.5:** By 2030, substantially reduce waste generation through prevention, reduction, recycling, and reuse.
- **12.6:** Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle.
- **12.7:** Promote public procurement practices that are sustainable, in accordance with national policies and priorities.



SDG 13: Take urgent action to combat climate change and its impacts

- **13.3:** Improve education, awareness-raising, and human and institutional capacity on climate change mitigation, adaptation, impact reduction, and early warning.



These targets were established by the United Nations as part of the 2030 Agenda for Sustainable Development.

Call to action

These sustainable events guidelines will be a valuable tool that will help Curtin University to strive for more sustainable operations, please share this checklist to encourage others to incorporate more sustainable practices into their events.

Acknowledgement

We would like to acknowledge that this was a Students as Partners initiative. These guidelines were inspired by a Tourism Hospitality and Events student assessment completed by Christina Jardim, as part of MGMT2003 Sustainable Event Development.



Event Checklist

Order of Proceedings (required for sustainable badging)

- Commence the event with a **brief sustainability statement**, acknowledging deliberate steps taken during planning to [insert action, e.g., reduce waste, conserve resources, etc.] [by...].

Venue Selection (select at least one)

- Prioritise venues accessible via **public transport** and **bicycle parking**.
- Ensure venue size aligns with participant needs to **avoid excessive lighting, heating, and cooling** requirements.
- Request rooms with **natural ventilation and lighting**.
- Choose venues with accredited **green power and/or green star accreditation** for construction and building requirements.
 - Incorporate **eco-friendly features** such as motion sensor lighting, water-efficient taps, energy-efficient light bulbs, and recycled paper.
- Ensure venue location is **close to existing facilities** (e.g., drinking water fountains, toilets, shaded areas).
- Select external venues that demonstrate a **commitment to sustainability**, including in-house AV.

Food and Beverages

Supplier Selection (optional)

- Cater from **local small businesses** (Curtin's vetted sustainable suppliers include: [Kirribilli Catering](#), [Gather Foods](#), [Simply Delicious](#), [La Mint](#))

Food and Beverage Selection (select at least two)

- Encourage the use of **vegetarian or vegan food** options due to their lower carbon footprint.
- Request **in-season, local produce** from the caterer to reduce environmental impact.
- Prioritise fair trade products/certified **sustainable palm oil**.
- Cater for 50% RSVPs for a free event and 90% RSVPs at a paid event to **minimise food waste**.
- Utilise **tap water** in jugs instead of bottled water; encourage attendees to bring their own water bottles.

Other Catering Supplies (select at least one)

- Avoid **single-use plastic** products.
- Provide **reusable cutlery, crockery, glassware**, or, if unavailable, compostable items.



- Limit **individually wrapped** items like sugar and coffee packets.

Waste Management (select at least three)

- Minimise packaging material** and ensure essential packaging is reusable, recyclable, or compostable.
- Reduce promotional materials**, delegate bags, unnecessary gifts, and single use decorative items.
- Solicit special **dietary requirements** from attendees to reduce food waste.
- Eliminate all forms of plastic**; use reusable, compostable, or recyclable bags.
- Ensure the event is well-equipped with the appropriate number of **bins** for general waste and recycling ([Curtin-RubbishBinSelection-2023v2](#)).

Energy (optional)

- Minimize energy use** (lighting and air conditioning) whenever possible.
- Consider **limiting air conditioning** during set-up and pack-down phases.
- Consider **sustainable decorations** such as solar, energy-efficient, and digital signage.
- If using external suppliers for staging and AV, source from '**green/sustainable**' **accredited organisations/suppliers**.

Procurement (Select at least one)

- Choose products made of **sustainable materials** produced according to ethical standards.
- Consider **reusing equipment** from previous events when feasible.
- Give preference to materials that can be **reused** (e.g., reusable name badge holders, banners, and signage).
- Consider gift ideas that **give back to the community** ([Mettle Women Inc.](#)).

Event Promotion (Select at least three)

- Exclusively use **digital channels** (email, online systems, SMS) for registrations, advertising, and confirmations to minimise printed material.
- When printing is necessary, **print on both sides** of recycled content paper using vegetable-based inks.
- Provide **links** to a website for downloading notes and presentations.
- Highlight sustainability efforts** and promote the event as socially and environmentally responsible on promotional material and invites.