

Sustainable Events Checklist

Use this checklist to help **reduce the environmental impact** of events at the University of Reading. Event organisers are expected to **consider and apply these actions** wherever practical and proportionate to the size and nature of the event. Where possible, organisers should also **set measurable targets** and **consider inclusivity** to maximise the positive impact of their event.

For more detailed guidance, see the full [Sustainable Events Guide](#).

BEFORE THE EVENT

Venue and Travel:

- Choose an accessible location** (public transport / walking / cycling friendly)
- Offer a hybrid or online option** where appropriate
- Avoid unnecessary travel** (e.g. combine meetings, use remote speakers)
- Share sustainable travel** in event communications (walk/cycle/public transport first, car last)

Catering:

- Use on-campus catering outlets** where possible instead of external delivery (reduces food miles, waste, and enables reusable service ware)
- Suitable outlets include: Park Eat, Eat at the Square, St Patrick's Hall, Wilderness Kitchen (Earley Gate), The Dairy (London Road), Hayworth (Greenlands), and the Thursday Food Market
- For larger events, **consider booking University food trailers** (cook-to-order reduces waste and uses electric)
- Prioritise vegetarian / plant-forward options** and order realistic quantities to minimise food waste
- Confirm attendance and dietary requirements early** to accurately plan catering and minimise food waste
- Avoid bottled water** (use [water refill stations](#) and jugs) **and single-use packaging** where possible

Reduce waste:

- Go digital first** (share information virtually e.g. QR codes to avoid unnecessary printing)
- Avoid single-use items** (cups, bottles, cutlery, banners, giveaways)
- Use reusable materials**, avoid dated designs (e.g. banners) to enable reuse, and choose durable, repairable products
- Plan recycling and food waste arrangements** for the venue
- Request additional bins** via porters@reading.ac.uk or waste@reading.ac.uk for larger waste needs

Energy:

- Book an appropriately sized room** to avoid over heating/lighting.
- Turn off lights and other electrical equipment** when you leave.
- Seek alternatives to diesel generators for outside events** - work with Estates to identify power supply locations and choose an event location accordingly.

Set expectations:

- Include a sustainability statement** in the event description
- Include a sustainable travel message** in event promotion
- If using external contractors or exhibitors, encourage sustainable practices** (use reusable items, avoid single-use, recycle correctly, switch off unused equipment, and minimise vehicle travel)

DURING THE EVENT

- Ensure clearly labelled recycling and food waste bins** are available
- Encourage reusable cups and bottles**, highlighting University hot drink discounts for reusable cups
- Avoid unnecessary handouts or printed materials**
- Monitor and record leftover food and materials**, redistributing or adjusting future orders to minimise waste
- Capture attendance digitally** where possible

AFTER THE EVENT

- Share slides and materials digitally** instead of printing
- Reuse materials** (banners, signage, props)
- Share unwanted items** via [Warp It](#) for reuse within the University
- Capture key outcomes** where possible (e.g. attendance, engagement, waste reduction, feedback) to help improve future events