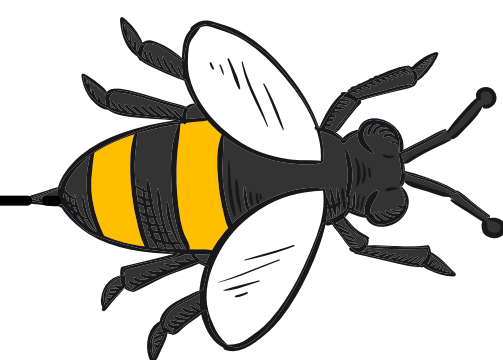


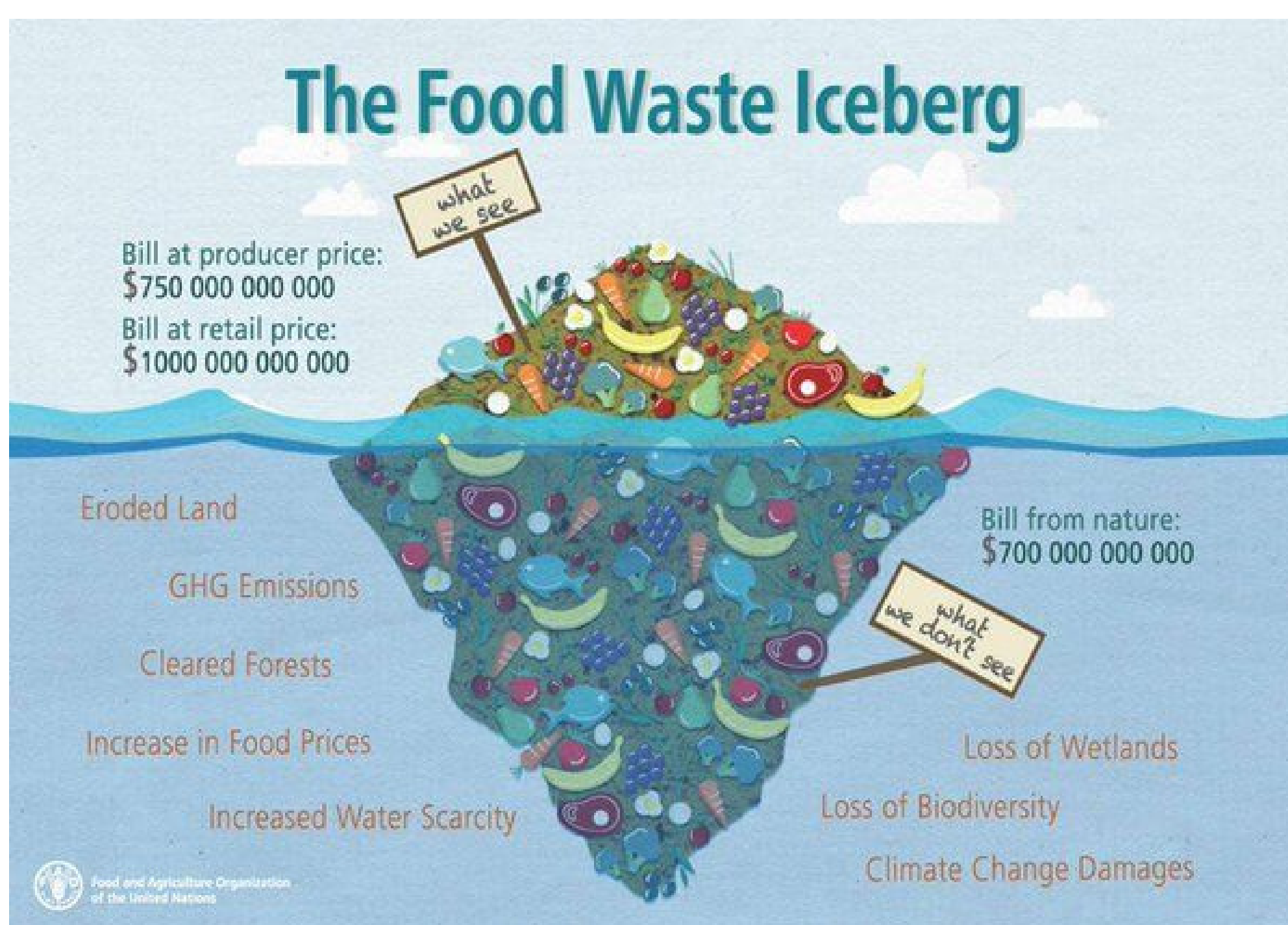
SUSTAINABLE EVENTS GUIDE



Hey busy bees, thanks for taking a few minutes to read our guide. Sustainability is important to our university and we're always trying to find ways to reduce our carbon footprint which is made up of the way we travel (flying, driving), our waste, our electricity use and right down to things like the 40 tonnes of paper we print every year.

You can tackle these challenges in any order you need to; we recommend reading through them all before you start organising your event. They are also in list form on page 4 if that suits you better.

- How many cells apply to your next event?
- How many cells can you do?



For more information or to give feedback
contact the Sustainability Team
sustainability@vuw.ac.nz



PLANNING YOUR EVENT

Do you need venue with or near a kitchen for prep and clean up? Will you need a dishwasher for reusables?

Customise the email template for attendees so they can find your campus and venue easily and are prepared for your event.

How many people are coming? Have you tried our email template with your catering order?

Have you arranged a place with the caterer for them to collect their plates and dishes?

Can you find a venue to make the most of natural light (and maybe even warmth from the sun?) or shade in hotter weather?

When you identify the nearest toilets, also remind them about paper towel only bins for composting paper towels

Have you sent the caterer directions to the venue including what entrances/gates to use and arranged for someone to be there when the caterer arrives?

Consider hiring plants instead of buying flower arrangements, or arrange to donate arrangements after the event

Ground floor venues increase accessibility and reduce the need for using lifts

Can you increase the amount of vegetarian/vegan food you order? See our email template for caterers

Check food packaging before you buy – will you be able to recycle it? Check our waste guide for what's recyclable

Can you borrow or hire instead of buying? (The Events team also has tablecloths and wine glasses)

If you have a multi-person event team, choose a person to wear your Sustainability Hat for the event and manage all things zero-waste and green

Are you going to DIY with the food or tea and coffee? Check out our ordering and shopping guide

Look for plant milks that come in recyclable packaging - Tetra Paks aren't recyclable

Have you made plans for what to do with the leftovers? Check the Waste Guide

Ask your neighbours – does another office or department have the equipment you need?

Find alternatives to using balloons at balloonsblow.org

Tradeaid.org.nz make gift hampers and gift vouchers or websites like tatai.co.nz, chooice.co.nz, or felt.co.nz profile local designers.

Treesthatcount.co.nz allow you to gift trees to presenters which are planted on their behalf in reforestation projects.

Wellington company littleyellowbird.com provide 100% fair trade organic t-shirts for branding

Swap branded pens for pencils, swap lanyards for reusable nametags and collect after the event or ask staff to wear their own name tags

Can you send out programmes, documents, surveys, etc. digitally before or after your event?

You can download our waste guide and leave it out for anyone helping at your event, so they know where and how to dispose of things

Pick a 'human barometer' who knows how to work the heaters, air con, blinds and windows to keep the room comfortable

Have you found the nearest recycling bins? Hint: because of their size, they don't all fit inside the kitchen and may be in nearby service areas

Can you ask your participants to BYO reusable cups, water bottles, or devices? Use our email template for participants

Unlaminated signage can be recycled, photographed and scanned (QR codes) easily - avoid using laminators

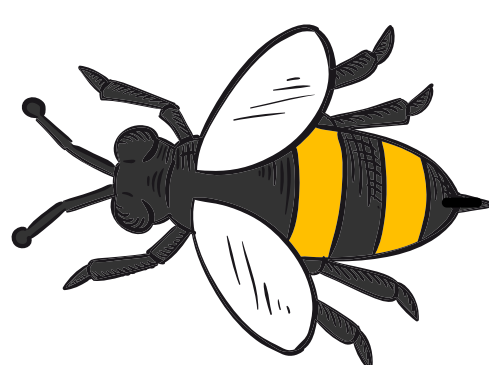
Use jugs and glasses for water or consider hiring a water cooler and asking participants to BYO water bottles.

Running a bigger event?
www.nonstopsolutions.co.nz can help with waste management for large events

Got any more suggestions to add?

EVENT NAME

RUNNING YOUR EVENT





PLANNING YOUR EVENT

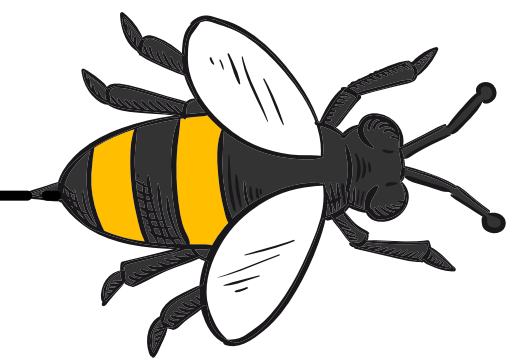
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- Have you found the nearest recycling bins? Hint: because of their size, they don't all fit inside the kitchen and may be in nearby service areas
- Can you ask your participants to BYO reusable cups, water bottles, or devices? Use our email template for participants
- Unlaminated signage can be recycled, photographed and scanned (QR codes) easily - avoid using laminators
- Use jugs and glasses for water or consider hiring a water cooler and asking participants to BYO water bottles.

BYOB! Let your event attendees know to bring their own water bottles or coffee cups to save you hassle and waste. Most people have them kicking around the office ready to go!



HOW DID YOU GO?



Add up how many changes you managed to achieve for your last event to see how you went.
Can you keep up the great work next time? Un-bee-lieveable!



5+ cells
Aw, thanks honey! Here's a beautiful Bronze Medal



10+ cells
You've been busy as a bee! You've earned a shining Silver Medal

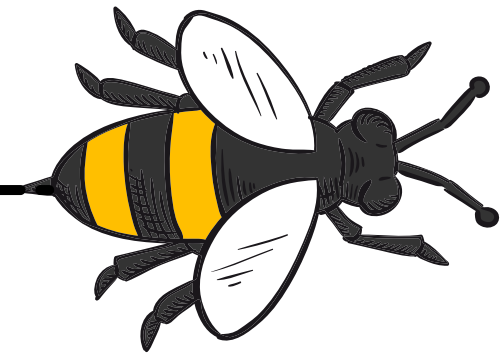


15+ cells
You're the bees knees! You take that glowing Gold Medal



20+ cells: Queen Bee!! Leader of the hive, the Super Trophy has your name on it!

ORDERING AND SHOPPING GUIDE



PRODUCT	PRICE (KG)	NXP CODE
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INSTANT COFFEE

Trade Aid Instant Coffee	\$42.92	18779133
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GROUND COFFEE

Trade Aid Ground Coffee 1kg (also avail. in 200g)	\$33.36	18779122
Prima Fair Trade Organic Ground Coffee	\$27.45	66664109
L'affare Organic Fair Trade Ground Coffee	\$41.20	33336012

BLACK TEA

Trade Aid English Breakfast Tea Bags	\$30.84 (500)	18779127
Scarborough Fair, Fairtrade Black Tea Bags	\$35.43 (500)	18888551

SUGAR

Trade Aid Golden Cane Sugar 1.5kg	\$4.70	18779129
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GREEN AND HERBAL TEAS

Scarborough Fair Organic Green Tea Bags	\$7.78 (50)	18730629
Pukka Three Mint Tea	\$9.67 (20)	25121017
Pukka Three Ginger Tea	\$9.67 (20)	25121016



PRODUCT	STORES
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FAIR TRADE, PLASTIC-FREE TEA BAGS

Scarborough Fair	New World, Countdown
Trade Aid	Trade Aid
Pukka Herbal Teas (Note:They are individually wrapped in recyclable paper wraps)	New World, Countdown
Clipper	New World

PLASTIC-FREE TEA BAGS

Tagless Dilmah Tea Bags	New World, Countdown
Higher Living	Countdown

OTHER FAIR TRADE

Trade Aid Sugar, Hot Chocolate	New World, Countdown
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PLANT MILKS

Look for plant milks in recyclable #1 or #2 plastic bottles or glass bottles. Tetra Paks are NOT recyclable.	
Little Island Organic plant-based milks from the chiller	New World, Larger Countdowns
Boring Oat Milk with the shelf milks	Countdown, New World, Pak n Save
Sanitarium Almond or Soy Milk from the chiller	New World, Metro Countdowns



Common Tea Brands that contain plastic: Twinings, Dilmah, Bushells, Lipton, Madame Flavour, Harney and Sons, Bell, Chanui, Choysa, Countdown, Healtheries, Nerada, Planet Organic, Puraty, Teteley, Red Seal, T2, T-Leaf, Ti Ora, Zealong, PG Tips

CATERING



Our catering guide is a work in progress as we work with catering companies that are able to meet our needs for sustainable catering. While waste is our biggest challenge, nobody wants piles of cling film and cups at the end of an event, we also consider other sustainability initiatives like fair trade, local food, and being a living provider.

You can help caterers by thinking ahead about the waste that the food you order will produce and ordering low waste foods that don't need extra packaging - such as finger foods instead of containers of salads or desserts. Items like muffins and scones can be delivered in a basket covered in a tea towel rather than needing to be "strapped in" to a platter with lots of cling film like more delicate items such as blinis.

Some criteria to look for in a caterer:

- Living wage provider www.livingwage.org.nz
- Fair Trade and/or local, seasonal food <https://fairtradeanz.org>
- Vegetarian and Vegan Options
- Member of a food reuse programme like Kaibosh, Kai to Compost, The Free Store or Kaicycle
- Can they supply food cling wrap free i.e. in boxes, baskets, containers (you may need to allow time from you or them to plate up food at the venue)
- Low waste food options (plant milks in recyclable bottles, plastic-free tagless teabags in paper bags, avoid foods held together with picks or extra napkins, avoid foods that come in cups or containers (yoghurts, mousses, mueslis etc.)



These rice paper rolls from the Canape Company are a great choice because they travel well (minimal packaging), don't need extra toothpicks or cups for assembly, and are vegan and gluten free minimising food waste.



FAIRTRADE
FOUNDATION



kaibosh
FOOD RESCUE



Kai to
Compost

CATERERS WE CURRENTLY RECOMMEND



BLUE CARROT

Blue Carrot is a Living Wage provider based in Petone with one electric vehicle that they usually use for Wellington deliveries. They use Fair Trade and free range ingredients but have limited vegetarian and vegan options. They can provide food cling film free on request, remember to ask them in your first email so they can suggest menu items that will travel best without cling film. bluecarrot.co.nz/going-green

CANAPE COMPANY

The Canape Company is a Living Wage employer, and uses local, fair trade and organic food where possible. Food scraps are composted in worm farms and cooking oil is recycled. Any food left from cancelled orders goes to local homeless shelters or to the neighbouring fire or ambulance station workers. Changes to the way food is stored in the kitchen has reduced cling wrap use. Their website also allows you to sort through their offerings by vegan/vegetarian options making ordering easy.

www.canapecompany.co.nz

DUSTED AND DELICIOUS

Dusted and Delicious have an electric delivery van, recycle their fryer oil and use Kai to Compost and The Free Store. They can provide food cling film free on request, remember to ask them in your first email so they can suggest menu items that will travel best without cling film.

dustedanddelicious.co.nz

NEW WORLD

New World Thorndon and Willis Street offer a variety of catering options from vege platters to bakery items and hot food. Most come in cardboard boxes (except the sushi which comes in a plastic container - anyone want to try ordering it in cardboard next time?). Each store has different options and they're all pick up only - handy for Pipitea and Te Aro campuses catering on a budget.

The baker at Thorndon will make (delicious!) vegan chocolate cupcakes - just put the request in the text box with the order. They can also print a logo/design onto edible icing and put in on your cupcakes for an extra cost (about \$20?)- ask in store. Great for conferences or open day!

www.newworld.co.nz/discover/in-store/catering_



Use this guide to work out where your nearest recycling and waste facilities are and what to put in them

<https://intranet.wgtn.ac.nz/staff/services-resources/property-services/facilities-management/cleaning>

Glass milk bottles from **Eketahuna Country Milk**.

Please rinse bottle with cold water, then wash with warm, soapy water, dry and leave in the wooden milk crate. These get returned to the farm for refilling. Put the lids in general waste.

Other **Glass**: Rinse, put the lids in general waste and the glass in: specify location of your nearest blue glass bin

Plastic: Clear #1 plastic, clear and white #2 plastic, #5 plastic.

Note: "Lightproof" milk bottles can't be recycled.

Put them in: specify location of your nearest bin



Clean **paper and cardboard** including food packaging and pizza boxes (remove pizza scraps and cheese residue, grease stains are ok), NOT paper towels or serviettes.

Put paper and cardboard in: specify location of your nearest bin

Edible, **leftover food**. Please take it to:

VUWSA (9am-3pm):

Staffroom:

Other:

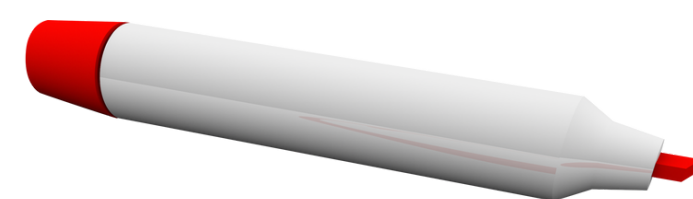
Food scraps can go in the Worm Farm Caddy (delete if you don't have worm farm collection in your venue) / go in the red general waste bin

The worm farm takes:

- Most Fruit & Vege
- Tea Bags
- Egg Cartons & Toilet Rolls
- Egg Shells

The worm farm cannot take (put in the red general waste bin):

- Citrus
- Meat & Fish
- Dairy & Oils
- Onion, Garlic, Spicy Food



Plastic wrap like cling film (#6) can't be recycled in standard facilities because it jams up machinery

General Waste: All single use cups, paper napkins, paper towels, any plastic or paper plates, cutlery, cups etc. **Any plastic numbered 3, 4, 6, or 7. Coloured #1 or #2 plastic**. All cling film. Any biodegradable, degradable, oxo degradable, sugar plastic, eco friendly etc. single use cups or servingware. **All takeaway coffee cups and lids. Milk and juice tetra paks. All lids (even off recyclable containers and bottles).**

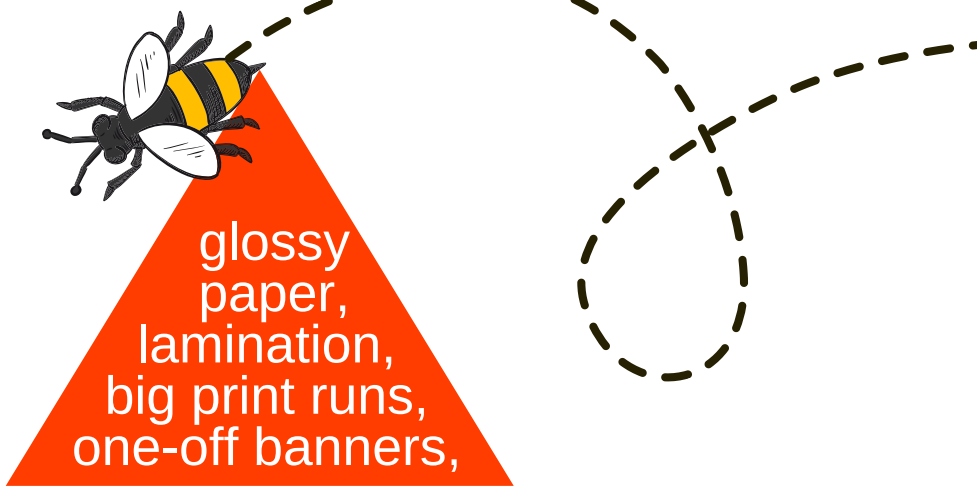
PAPER DILEMMAS!

What are the alternatives?

BYOD - Bring your own device

If you don't want to or can't send documents in advance you can use a shortened url or a QR code for participants to download the material on the day. Participants can also email documents to their ereaders for more comfortable reading.

Kindle Instructions: <https://www.amazon.com/gp/sendtokindle/email>
Kobo Instructions: <https://help.kobo.com/hc/en-us/articles/360060463753-Import-items-from-your-iOS-or-macOS-device-onto-your-Kobo-Books-app>



plastic display envelopes
perspex display holders,
black+white, double sided prints

DIDs, emails, digital devices, QR
codes, tiny urls, social media, reusable,
reusable paper or cardboard posters

Swap laminated posters for reusable display holders or plastic ring binder envelopes/ refillable pockets

Laminated paper can't be recycled. It also reflects the light making it hard for some people to read and for phones to scan it. Refillable pockets and display holders can be used over again and there's usually a few floating around the office already

Make a Point

Most events need directional signage, so make yourself a set of big bright coloured card arrows (you can add faculty logos, names, images) that you can blutack above your event posters on the day of the event to make way-finding easy and reuse again and again. Once they get shabby they can go in the cardboard recycling.

Use scannable posters with links instead of handing out leaflets

You can use this for surveys, email/newsletter sign ups, giving people more information, sharing website or blog links, anything with a website link can be made into a QR code or a shortened URL.

Make an amnesty box for returning printed paper

Can you collect back programmes, menus, brochures, booklets etc. to reuse at another event or just to ensure they get recycled instead of thrown away when attendees get home?

Get feedback with hashtags

Pick a hashtag (you can check it's popularity by searching for it) and ask participants to give you feedback by using it on social media (remember to tell them what channels to use). Instead of unfolding a box of bits of paper, you can click a few buttons and see what everyone has said, photographed or GIF'd to you. This also works for getting competition entries - number all your entrants and use a random number generator to draw a winner.

URL Shorteners:
tinyurl.com,
bitly.com, shorturl.at

QR Code Generator:
<https://www.qrcode-monkey.com>



MORE INFORMATION



Help with organising an event:

<https://intranet.wgtn.ac.nz/staff/services-resources/development-office/organising-events>

Events Team Info including hiring tablecloths and wine glasses:

<https://intranet.wgtn.ac.nz/staff/services-resources/development-office/organising-events>

Images of the larger kitchen spaces:

<https://intranet.wgtn.ac.nz/staff/services-resources/development-office/organising-events/downloads/kitchen-spaces.pdf>

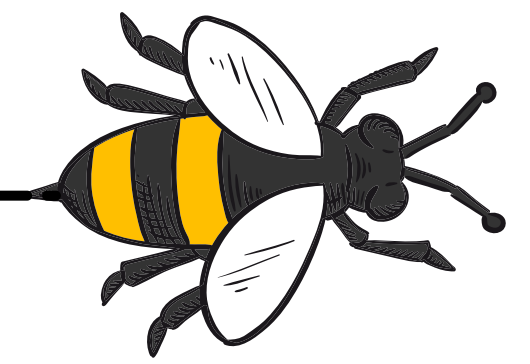
Waste and Cleaning Information including bin locations:

<https://intranet.wgtn.ac.nz/staff/services-resources/property-services/facilities-management/cleaning>

To book extra cleaning or extra bin emptying/ extra bins refer to the bin guides above and log a BEIMS request for what you need.



WHY?



Why make events "greener"?

According to Eventbrite USA's 2020 annual survey, 59% of respondents felt **environmental responsibility significantly impacted their events**. This is up from only 6% in 2019.

Case Study: *We organised a conference for 570 people without using plastic. Here's how it went*
<https://theconversation.com/we-organised-a-conference-for-570-people-without-using-plastic-heres-how-it-went-120157>

Why more vegetarian catering?

Vegetarian and vegan food is better for water supplies, uses less carbon, reduces uni carbon footprint, is healthier than red meat, and better for our food waste system (more likely to go on our worm farms which can't handle meat). It's great for vegetarians, people who are lactose intolerant or have casein allergies (vegan), Halal, and kosher eaters (vegan), and for some religious fasting requirements. Ordering vegan and vegetarian food for everyone can reduce the amount of dietary restrictions you need to order for, potentially reducing food waste.

Case Study: *When a music festival goes veggie: Communication and environmental impacts of an innovative food strategy* <https://www-proquest-com.helicon.vuw.ac.nz/docview/1691005729/9D6E4CC9C1E94CE5PQ/1?accountid=14782>

The World Health Organisation has classified processed red meat (salami, ham etc.) as a Group 1 carcinogen and red meat (beef, lamb etc.) as a Group 2A probable carcinogen and recommends reducing the intake of both <https://www.who.int/news-room/q-a-detail/cancer-carcinogenicity-of-the-consumption-of-red-meat-and-processed-meat>

Effects of Livestock on Streams and Potential Benefits of Riparian Management. Issues and Options in the Auckland Region:
http://www.aucklandcity.govt.nz/council/documents/technicalpublications/TP351%20Effects%20of%20Livestock%20on%20Streams%20and%20Potential%20Benefits%20of%20Riparian%20Management_%20%20Issues%20and%20Options%20in%20the%20Auckland%20Region.pdf

Water footprint of beef cattle and sheep produced in New Zealand: water scarcity and eutrophication impacts:
<https://www.sciencedirect.com/science/article/abs/pii/S0959652613008792>
Climate change: Which vegan milk is best? <https://www.bbc.com/news/science-environment-46654042>

Why actively manage the room temperature and turn everything off afterwards?

Did you know that many electronics consume energy even when they're not actively "on"? It's called phantom energy, and besides being a waste of electricity, it can add as much as 10 percent to electricity use. As we transition to using more solar power, saving electricity is becoming an essential part of running the university. Ensure someone is responsible for turning off all lights, heaters and electrical equipment at the end of your event.

It goes without saying that blasting the heaters in the room and overheating your guests, then opening windows to cool them down is inefficient. Remember to take into account the time of day, movement of sunshine and the weather when booking your venue if you can.

Why muck around with washing mugs and glasses?

295,000,000 single use cups are thrown away a year in NZ - none of them can be recycled. Unfortunately there's a lot of 'greenwashing' on single use product packaging making lots of promises about being recyclable or compostable but this is seldom the case in Aotearoa. The best option is always to avoid creating the waste in the first place by asking attendees to BYO cups, hiring cups and glasses from your caterer, or borrowing from the Events Team.

Case Study: https://www.stuff.co.nz/business/126371953/glopac-takeaway-cup-company-warned-for-misleading-recycling-claims?fbclid=IwAR0O4ksA1p4RV_k_d3uts0vMeXqqSWTR8O1SnnpaOwTW145KsZ18Bt3GL4o



Why is it so important to rehome leftovers instead of throwing them away?

One third of food produced globally is wasted; that is 1.3 billion tonnes of food that is never eaten.

When food ends up in landfill, it decomposes without oxygen, and as a result, it releases methane, a harmful greenhouse gas. **If food waste was a country, it would be the third largest producer of carbon emissions behind China and the United States.**

The more food that we waste, the more food we need to produce. This constant need to produce more puts additional pressure on the environment. For example, 25 million acres of land are deforested each year in order to grow food. This is happening despite the fact that we are actually producing enough food to feed the world. Wasting food wastes precious resources

Food is wasted at all stages of the supply chain – from the farm to the fork. In developing countries, most of these losses occur in the early stages such as production and transportation. In developed countries, most food wastage occurs by consumers after purchase. When we waste food, all of the resources that went into growing and making it go to waste.

Consider this:

- 25% of all fresh water consumed each year is used to produce food that goes to waste
- 300 million barrels of oil are used each year to produce food that goes to waste

<https://lovefoodhatewaste.co.nz/food-waste/the-global-issue/>



Why give caterers really good directions?

Lost caterers are going to burn up extra petrol and it's stressful for everyone when the food arrives late. Even a firm you've used many times may have a new driver. Remember if the event is outside business hours, or on a different campus to the one you work on, you may also need to arrange access with campus security well beforehand.