

Sustainable TEAR Australia Events Checklist

This Sustainable TEAR Australia Events Checklist helps organisers as they practise environmental stewardship when planning TEAR events. This is in keeping with our understanding that poor communities disproportionately suffer from damage to our global environment. This checklist is not meant to be exhaustive and we sincerely hope it will be 'life enhancing' rather than 'administratively burdensome' to all those who use it.

Idea	Your Proposed Action
<p>Reduce the carbon footprint of the planning process</p> <ul style="list-style-type: none"> - consider ways to reduce private transport, energy etc. during planning meetings – planning can contribute more to the carbon footprint of your event than the event itself <p>Choosing the location</p> <ul style="list-style-type: none"> - if practical, choose a venue that is convenient to reach by public transport <p>Reducing energy</p> <ul style="list-style-type: none"> - ask the owners of the venue if they use greenpower - prefer no or low energy heating or cooling options <p>Choosing a time</p> <ul style="list-style-type: none"> - keep in mind that people are more likely to use public transport for daytime events <p>Publicity</p> <ul style="list-style-type: none"> - provide public transport information in advertising - note your commitment to the environment in advertising - advertise through email, facebook, websites etc. – use printed publicity sparingly and strategically <p>Reducing printed material at the event</p> <ul style="list-style-type: none"> - avoid printing if possible - only print what you need - if printing necessary, use recycled or 'green' paper <p>Making sustainable food choices</p> <ul style="list-style-type: none"> - ask for RSVPs to limit over-catering and have a plan to use left over food - reduce meat - avoid bottled water - avoid individually packaged items - consider fresh, local and/or fairtrade <p>Managing waste</p> <ul style="list-style-type: none"> - reusable plates and cutlery are preferred over disposable items - if using disposable items, select recycled and biodegradable items - ask people to bring their own items – e.g. mug - provide composting for scraps – bring suitable bags/containers to take home scraps if necessary - provide recycling bins - collect and reuse nametags <p>Educating participants</p> <ul style="list-style-type: none"> - ask attendees to be environmentally aware at the event (e.g. ask them to use the recycling bins, to take home scraps to compost etc.) 	