

**Appendix 1**

**Green Events Guide**

The impacts of climate breakdown are already causing serious damage around the world. [The Special Report on Global Warming of 1.5°C](#), published by the Intergovernmental Panel on Climate Change;

(a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and

(b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

If the world is to stay within 1.5°C rise, developed countries like the UK need to cut emissions faster than poorer countries and achieve net-zero carbon by 2030. Strong policies to cut emissions also have associated health, wellbeing and economic benefits.

In response to the climate threat, Weymouth Town Council have declared a climate emergency and we have committed to making the Council's activities net zero carbon by 2030. This includes activities that we permit to take place from our land and assets; or premises that are the management responsibility of the Council.

Festivals and events have an impact on the environmental, this can take form in many ways such as single use plastics, waste, energy, transport, procurement of services.

Festivals and events organisers are required to understand their associated environmental impacts caused by their events and activities. We would like each event organiser to detail these and to put in place strategies to minimise, and reduce these impacts; helping the Council to reach its net zero carbon emissions by 2030 .

This guide provides advice and outlines some simple steps that you should take to reduce the impacts of each aspect of your event operation to inform your Environment Impact assessment (Template attached).

We encourage all organisers to read this guide, review and put practical steps in place to mitigate their event carbon footprint accordingly.

As the World that we live in is rapidly changing, this guide will be update yearly.

**Waste:**

Weymouth Town Council is committed to reducing waste throughout the Town and is an active member of Litter Free Dorset which promotes working together to reduce the social, economic and environmental impacts of litter.

Litter is unsightly and can travel into our waterways to contribute towards plastic pollution. The Town Council believe in the importance of the waste hierarchy and always encourage people to reduce their waste and reuse items before recycling.

Event organisers need to consider:

1. Prevent: preventing waste from being generated in the first place, by using less materials when planning and developing events.
2. Repurpose and Reuse: repurpose or reuse items by using them in other events or by donating them to charities and community projects.
3. Recycle: Recycling as much as possible and turn items into new products and materials, by promoting and utilising recycling waste bins.
4. Responsible disposal: Always dispose of waste responsibly utilising a specialist and responsible waste company.

Event Organisers should:

- Follow the waste hierarchy – prevent, reduce, reuse and dispose responsibly.
- Make sure bins are located throughout the event site, ensuring they are clearly marked and accessible to event users.
- Ensure event staff regularly check bins to make sure no waste has been built up in key locations.
- Use receptacles of an appropriate category and size (eg 1100L).
- Confirm with suppliers and specifically caterers how do they manage waste during and after the event.
- Organisers to provide clearly signed collection points at their stalls where items can be deposited for compostable purposes, rather than the items ending up in general waste.
- Confirm with your waste management provider where the waste is being taken and how it is processed, what proportion is recycled and what is the level of contamination.

Always eliminate single use plastics where there is an alternative, this includes plastic bottles, plastic bags, stirrers, straws, sachets, milk pots. Where possible, use serve-ware such as cups, cutlery and plates which are re-useable / compostable instead.

Encourage attendees to bring own water bottles, utilise and promote water filling stations.

### **Promotion & Marketing**

Small changes can make big differences and utilising promotion and marketing materials for updates and messages can be very beneficially.

You could use social media channels to communicate your green commitment to the people that are looking to attend your event.

Use digital technology instead where possible, lessen printing ink use. Should ticketing or registration be part of the event, try and use web based e-tickets to reduce paper waste.

Add to the signature of your email “think before you print”.

For events, spread across a large area, the investment and creation of event app for visitors to use to navigate larger event sites to pin point areas of interest and assistance which reduces the need for printed visitor maps. You can also highlight within the app where bins are located, free water refill stations, travel advice of how to get to the Festival by cycle routes footpaths, public transport etc.

With main event banners, try to avoid date-marking on promotional material to allow the banners and signage to be re-usable year after year.

Where possible do not use single plastic coated laminates for identification and signage.

Use lanyards and wristbands made from sustainable materials.

Try and use only recycled, sustainably sources, un-chlorinated and uncoated paper and card for posters and merchandising.

When working with sponsors try to ensure giveaways are made from sustainable materials and minimize the use of giveaways.

Communicate your expectations to your suppliers and traders.

## **Travel & Transport**

Encourage and promote event staff, participants and visitors to the event to use sustainable travel such as walk or cycle. Discourage single occupancy car journeys and increase car occupancy when car journeys are unavoidable.

Promote routes that minimise environmental impact.

Promote bike parking or create a zone within the event allocated for cyclists.

Make the most of websites, social media and messaging to promote travel preferences.

Ask if deliveries are being made using sustainable transport modes (electric vehicles and cargo bikes).

Plan journeys to avoid peak times and minimise impact on rush hour congestion and transport emissions.

Encourage and publicise public transport links available for the destination / event location.

## **Energy**

We are committed to reducing the carbon footprint of events, minimising energy use and using energy efficient equipment.

Practical ways to reduce your environmental impact.

- Minimise your energy use, work with suppliers to see if they can reduce the amount of power you require.
- Ensure you switch off equipment when not in use. Perhaps use timers to switch off equipment that is not needed for a long period of time.
- Ensure staff are aware of how to use energy responsibly to minimise energy use
- Use energy efficient equipment (eg LED lights, microphones powered by rechargeable batteries).
- Do not use water coolers, link into fresh water taps.
- Where possible do not use generators, if you can't avoid it, ensure your generator is hybrid.
- Assess of how much power you will need prior to the event and book generators accordingly. Conduct an energy assessment.
- Do not use water coolers.

## **Water**

Aim to reduce water consumption, manage water responsibly and minimise the environmental impact of procuring water.

At events, provide refill stations or water fountains.

Erect signs at water points and ensure water wastage is kept to a minimum.

Discourage sale of plastic bottles and provide refill stations.

Provide event staff with reusable water bottles, or ask them to bring their own.

If you are installing temporary taps, use reduced flow taps with timed release (push taps) or sprinkler fittings.

Did you know: Canned drinking water has the lower possible environmental impact. Aluminium cans have the highest recycling rate of any drink on the market.

## **Grey water**

Hire compostable toilets where possible.

Use water efficient, waterless or dual flush toilets.

Work with traders to reuse grey water. Use compost toilets or biocide free flushing liquid.

## **Food and Drink**

Try and eliminate single use plastic. This includes plastic bags, stirrers, straws, condiment sachets, milk pots etc. Ensure all containers and cutlery are recyclable or compostable.

All containers and cutlery need to conform to EN13432.

Consider reusable cups and drinking containers for staff and visitors.

All information about sustainable food is displayed on menus.

Consider local businesses and suppliers – Check out the Totally Local scheme.

Organisers to provide clearly signed collection points at their stalls where items can be deposited for compostable purposes, rather than the items ending up in general waste.

## **Catering, Procurement and Suppliers**

Use companies that are ISO14001 certified, that have an environmental certification or at least an environmental policy.

Minimise travel for deliveries / collections by consolidation and using local companies.

Hire equipment, props and decorations rather than purchase single use.

Consider local caterers, breweries and businesses for food and drink.

Try and source Fairtrade products, locally sourced and organic.

Use wood products from a certified sustainable source.

Use chemical free cleaning products.

Do not use personal generators.

Monitor the carbon dioxide equivalent of the event (eg from generators, distance travelled, mode of transport used, water used, deliveries).

Develop targets to minimise your environmental impact and publish a report post event to display clearly what results you have achieved.

### **Offset your carbon footprint:**

Carbon offsetting is based on calculating how much CO<sub>2</sub> you emit through the activities that you do to run the event and then funding a project designed to reduce emissions by the same (eg planting a forest or investing in renewable energy).

**Please note:** Although the Events Policy is for 5 years, the “Green Events Guide” will be reviewed on an annual basis – January each year to ensure that it meets current best practice.