

How to host a sustainable Get Online Week event

Hosting a sustainable event does not have to be expensive or complicated. It is all about planning before, during and after the event.

Use this guide to learn how to host a sustainable Get Online Week event (and all your other events).

1. Before your event

- Think about what you need to print: There is nothing wrong with printing flyers, posters, attendee lists, or information. Just be mindful not to print more than what you need. If it is possible, print double sided and use recycled paper.
- Pick the right venue: If you can, choose a venue with good public transport options and let people know how they can get there by bus or train. You can also encourage them to carpool.
- Think about how you will manage your event waste: Does the venue have recycling bins? Can you take the waste with you to recycle it properly? Think and plan this ahead.
- Be mindful when ordering catering or buying food: Order catering for the exact number people attending and avoid food waste. If you do have extra food, encourage people to take food back home or share it with your volunteers and team.
- Check what event decorations you already have: Do you have a Get Online Week bunting from previous years you can use? Do you have any decorations from other events you can use to make your event look great? Prepare this ahead of time.
- Talk to your event providers to check sustainability: If you are ordering food, ask your caterers to avoid plastic. If you are printing something, make sure to use recycled paper.
- Encourage event attendees to make sustainable decisions: Let your attendees know this is a sustainable event. Remind them in your social

media posts, emails, or flyers to bring their own reusable water bottle, coffee cup, and shopping bags.

2. During your event:

- **Avoid single use plastics:** Avoid using plastic. For example, instead of plastic bottles of water, set up a hydration station using large water dispensers where people can refill their own bottles or glasses.
- **Choose reusables:** Avoid anything single use. Can you avoid disposable plates and cutlery? If you can't, find more sustainable alternatives. For example, you can use certified compostable bamboo, paper plates or wooden cutlery.
- **Find sustainable options for your decoration:** Do you know that balloons often end up in our waterways and hurt marine life? Swap them out and use the Good Things bunting, reusable fabric flags, paper made decoration or even potted plants.
- **Create bin stations:** Have clear and sign posted bins. Set up three types of bins, one for landfill, one for recycling and one for organics/food waste (if your council supports it or you have access to a composting bin). Make sure to let people know about the bins and the differences between each one.

3. After the event:

- **Manage your waste:** Put the event waste in the correct bin, recycle and if you can, take any compatible containers to Return and Earn. If your venue does not have recycling bins, think about where you can take them to get recycled.
- **Save what you can re use:** Keep everything that is in good condition for next year's Get Online Week or other events. This includes decorations, printed documents or guides, unused sustainable cutlery and plates, and more.
- **Review and share:** Think about what worked well and what did not. Did the recycling bins fill up too fast? Did people forget their water bottles? Write down notes for your next event and share your wins (e.g., "We saved 50 plastic bottles from landfill!") on your social media page to celebrate the effort!