

Green Events Guide

Allambie Heights
Public School

*Prepared by: Sustainability &
Environment P&C Subcommittee*



Green Events Guide

For reference for all school and P&C events

- » All school events, and any events connected to the school, are required to consider this Green Events Guide and take all steps they practically can.
- » This includes all school fundraisers held on and off-site, fairs, end of year celebrations, working bees etc.
- » For each major event, an AHPS Sustainability & Environment committee representative will offer tips to help you follow this guide. Let us know what's coming up so we can assist.
- » We want to hear how you made your event greener! Post-event, let us know what worked best and what the key challenges were. Send us your checklist at the conclusion of your event.
- **Get in touch:** ahpsustainability@gmail.com



	Eco Ninja – level 1 Low waste event	Eco Warrior – level 2 Zero waste event	Checklist Tick if completed
Invitations/ promotional materials	Digital promotions and invitations	Digital promotions and invitations	
Water/ drinks	<ul style="list-style-type: none"> Attendees encouraged to BYO water bottle. Water dispenser on site (bubbler etc). Attendees encouraged to BYO coffee cup. 	<ul style="list-style-type: none"> No bottled water available. Water dispenser on site. BYO reusable coffee cups only. 	
Food	<ul style="list-style-type: none"> Do not over order. Have a food waste plan. Consider sourcing local food. 	<ul style="list-style-type: none"> Do not over order. Have a food waste plan. Source local food . Source healthier options. 	
Cups/ plates/ cutlery	<ul style="list-style-type: none"> Finger food encouraged to reduce need for cutlery/ plates. Any plates/ cutlery/ cups to be compostable (no plastics). 	<ul style="list-style-type: none"> Finger food encouraged to reduce need for cutlery/ plates. Any plates/ cutlery/ cups to be compostable (no plastics) 	
Recycling	Consider well-sign posted recycling collection points (aluminium, paper, plastics).	<ul style="list-style-type: none"> Ensure well-sign posted recycling collection points. Assign an event volunteer the task of ensuring attendees place waste in the correct bin. 	

	Eco Ninja – level 1 Low waste event	Eco Warrior – level 2 Zero waste event	Checklist Tick if completed
Decorations	<ul style="list-style-type: none"> • Consider alternatives to balloons. • Minimal single use decorations. 	<ul style="list-style-type: none"> • No balloons. • No single use decorations or items such as single use plastic tablecloths. 	
Products for sale at your event	<ul style="list-style-type: none"> • Efforts made to source items that aren't single use. • Consider eco-friendly, locally made, more natural products. 	Only eco-friendly products for sale.	
Travel to event	<ul style="list-style-type: none"> • Attendees encouraged to consider eco-friendly transport method to event: walking, bikes, scooter etc. • Bike/ scooter parking area provided. 	<ul style="list-style-type: none"> • Attendees encouraged to consider an eco-friendly transport method: walking, bikes, scooter etc. • Bike/ scooter parking area provided. 	
Evaluation post-event	Submit your Green Events Guide checklist to the Sustainability & Environment Subcommittee: ahpssustainability@gmail.com	<ul style="list-style-type: none"> • Submit your Green Events Guide checklist to the Sustainability & Environment Subcommittee: ahpssustainability@gmail.com • Include feedback on what worked best at your event - and the challenges. 	

Eco-friendly tips for your event

Simple ideas to help you achieve your Eco Ninja or Eco Warrior green event status

Creating eco-friendly decorations:

- » Consider: Fabric bunting, cardboard signs, and upcycled craft as decorations.
- » As part of your event planning get students involved in creating the decorations.



Sourcing eco-friendly cutlery, plates, cups:

- » There are some cost-effective and excellent options easily available.
- » Consider: Bamboo and paper options or investing in a set of reusable plates.



Setting up a recycling station:

- » Consider: A volunteer role for a recycling station supervisor. They can ensure items go in the correct bins and help spread the word about recycling.



Making your stalls more eco friendly:

- » Consider: A reusable cup stall at your event where shoppers receive discounted coffee.
- » Showcase local, handmade produce. Support small scale.

Utilising eco-friendly services at your event:

- » Check the green credentials of any third party provider or business before hiring them for your event, eg: do they use a lot of plastic packaging?

