

OUR 10:10 EVENT CHECKLIST

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1

Hone your habits

You can't expect staff to act responsibly at events if they're not in good habits in the office. Once your colleagues are plugged into a more sustainable mindset, running lower-carbon events will be second nature. Check out the 10:10 small business checklist for advice.

TICK ME WHEN DONE

2

Work in partnership with your supply chain

You don't need to be 'The Green Police' but ask questions and get answers. Set a list of five questions you want to ask suppliers focusing on carbon impact. For example, asking for LED lights over traditional lamps could reduce energy consumption by 90%.

3

Think about what you're buying

Procurement is key to sustainability, whether it's canapés or crew. Sustainable Procurement normally means buying less, and thinking about where it's come from and where it's going after use. The UK already saves more than 18m tonnes of CO₂ a year by recycling.

4

You are what you eat

Catering and the food you serve can play a big role in cutting carbon emissions. Serving more vegetarian options can reduce your impact and buying local, seasonal food will reduce the food miles of your event. Chances are your guests will notice an improvement in the taste too.

5

Tackle travel

Transport accounts for around 25% of UK carbon emissions, and is probably the single biggest environmental impact of an event. Make sure you provide comprehensive information on public transport and pedestrian options and look at incentivising activities such as liftsharing.

6

Think renewable

There are always opportunities for cleaner energy use; at temporary events you could investigate solar generators or post-consumer biofuels. Even if your venue can't offer a greener energy supply this time, the process of asking them could encourage them to consider it in future.

7

Keep it local

The closer you source goods and services, the less impact you will have from travel and transport. As well as supporting local business, you'll reduce the carbon impact of your freight. Remember to check where the product or service comes from – it may not be the same as the head office.

8

Count your pennies

Sustainability shouldn't be an extra cost. Even when there is a need for upfront investment, there is usually a correlation between carbon savings and cost savings in the long term. If you're spending less money on power, you'll run a greener event as well as cutting bills.

9

Tell the world

Events are a great opportunity to communicate face to face. As part of your event strategy, aim to communicate your carbon cutting measures. This not only encourages guests or customers to think about their own impact, but also sets a benchmark for you to improve on over time.

10

Measure

There's more to sustainability than standards and certificates; it should be exciting, fun, inspirational and most importantly make your business better. But measuring the impacts of activities makes it easier to reduce them and systems like **BS8901** help you benchmark progress.

FOR MORE INFO
1010uk.org





PLEASE STICK ME WHERE EVERYONE CAN SEE ME

It's easy to get overwhelmed by something as big and scary as climate change, but it doesn't have to be like this.

What if we resolved to cut our carbon by 10% in a year? Not a bad start.

Then what if we got everyone we know to do the same? Then what if the companies we work for got involved? And our children's schools? How about city councils? Post offices. Football clubs. Factories. Donkey sanctuaries. All uniting to tackle the defining challenge of our time.

And what if this made governments sit up and take notice? Maybe this could be the first step towards a brighter future. Now wouldn't that be something?

Time to stop imagining. It's happening right now.

Overleaf is a list of actions you can take to cut the carbon of your event by 10% - just tick each box as you succeed in doing each item.

Good luck on your **10:10** journey.

Team 10:10
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Seventeen create events with style, substance and sustainability. We are committed to a transparent approach based on sharing best practice in our industry - for more resources and free downloads head to our website. We have also built a sophisticated online tool called **eventberry** to help you manage compliance to sustainable event standards such as BS8901.

www.seventeenevents.co.uk

Remember to check the **10:10 Methodology** to see exactly what you need to do to meet the **10:10** challenge. Download at:

1010uk.org



For more free advice and guidance contact the **Carbon Trust** customer centre on

0800 085 2005

or visit www.carbontrust.co.uk

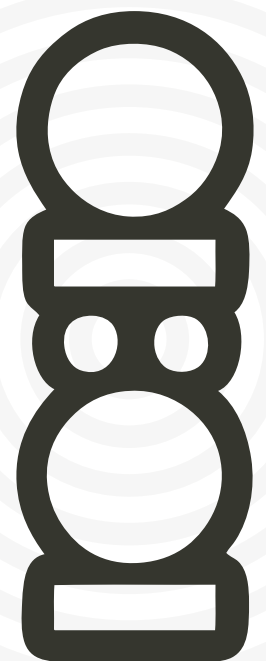
a **10:10** Event

Get your 10:10 badge for your website at: 1010uk.org/badges

10:10 works best when everyone's on board, so please encourage your staff, customers and suppliers to sign up too



There are separate checklists for **people**, **schools** and other **businesses**, etc



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