COMPLIANCE CHECKLIST: EGF-S01-2017 – Sustainable Event Standard

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1. SCOPE & APPLICABILITY

☐ Event is a planned, organised activity (conference, exhibition, festival, sports, cultural or corporate event)
☐ Sustainability requirements apply to **planning, execution, and post-event activities**
☐ Event boundaries (venue(s), dates, activities) are clearly defined
☐ Organiser has authority to implement sustainability controls

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2. MANAGEMENT COMMITMENT & PLANNING

☐ Sustainability policy or commitment statement signed by client and in place
☐ Roles and responsibilities for sustainability assigned
☐ Sustainability objectives defined for the event
☐ Legal and regulatory requirements identified
☐ Stakeholders (venue, suppliers, contractors) informed of sustainability requirements

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3. LEGAL & ETHICAL COMPLIANCE

☐ Compliance with all applicable environmental legislation
☐ Compliance with labour, health and safety legislation
☐ No unresolved environmental, labour, or safety violations
☐ Ethical business practices applied to procurement and sponsorships

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4. RESOURCE EFFICIENCY – ENERGY

☐ Energy use minimised during event planning and operation
☐ Energy-efficient lighting and equipment used where feasible
☐ Temporary installations designed to minimise energy demand
☐ Energy consumption monitored or estimated

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5. RESOURCE EFFICIENCY – WATER

☐ Water use minimised at venues and temporary facilities
☐ Water-efficient fixtures used where feasible
☐ Leaks or unnecessary water use actively managed
☐ Water consumption monitored or estimated

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6. WASTE MANAGEMENT

☐ Waste management plan implemented

☐ Waste streams identified (general, recyclable, organic, hazardous)

☐ Waste separation facilities provided on-site

☐ Recycling facilities available and clearly labelled

☐ Hazardous waste managed and disposed of legally

☐ Waste quantities measured or estimated

7. MATERIALS & PROCUREMENT

☐ Preference given to reusable or recyclable materials

☐ Single-use items minimised or avoided

☐ Printed materials reduced; digital alternatives promoted

☐ Suppliers encouraged or required to meet sustainability criteria

☐ Sustainable procurement criteria documented

8. TRANSPORT & MOBILITY

☐ Sustainable transport options promoted to attendees and staff

☐ Public transport, walking, and cycling encouraged

☐ Car-pooling or shuttle options considered

☐ Freight and logistics planned to minimise emissions

9. FOOD & CATERING

☐ Sustainable catering options considered

☐ Locally sourced food preferred where feasible

☐ Vegetarian or plant-based options available

☐ Food waste minimised and managed responsibly

☐ Disposable catering items minimised

10. BIODIVERSITY & ENVIRONMENTAL PROTECTION

☐ Event activities do not damage sensitive environments

☐ Measures implemented to prevent pollution (air, water, soil, noise)

☐ Venue restored to original condition after event

☐ Any environmental incidents recorded and addressed

11. SOCIAL RESPONSIBILITY & ACCESSIBILITY

☐ Event accessible to people with disabilities where feasible

☐ Health and safety risks assessed and managed

☐ Community impacts considered and minimised

☐ Respect for local culture and community values demonstrated

12. COMMUNICATION & AWARENESS

☐ Sustainability information communicated to staff and volunteers

☐ Attendees informed of sustainability initiatives (e.g. waste separation, transport)

☐ Clear signage provided to support sustainable behaviour

☐ Sustainability claims accurate and not misleading

13. MONITORING & PERFORMANCE EVALUATION

☐ Sustainability performance indicators have been defined

☐ Data collected for key impacts (energy, water, waste, transport)

☐ Performance evaluated against objectives

☐ Non-conformances or issues identified and recorded

14. CONTINUAL IMPROVEMENT

☐ Lessons learned documented after the event

☐ Opportunities for improvement identified

☐ Corrective actions planned for future events

☐ Sustainability performance reviewed by management

15. VERIFICATION & EVIDENCE

☐ Records maintained to demonstrate compliance

☐ Evidence available for all checklist items

☐ Internal review or third-party audit conducted (if applicable)

☐ Sustainability report or summary prepared (optional)