



National Heritage Week

A Heritage Council programme

National Heritage Week Event Sustainability Checklist

By using this checklist, you can help to ensure that your National Heritage Week event incorporates sustainability into every aspect of the process, from venue selection to waste reduction. By promoting sustainable practices, you can help to create a more environmentally friendly event and promote sustainable behaviour among attendees.



Sustainable venues and suppliers

- Check venue or supplier environmental management system
- Discuss sustainability requirements with venues and suppliers before booking

Outdoor events

- Check sensitivities of your site and plan accordingly
- Apply principles of Leave no Trace to all event planning, operation and clean-up

Sustainable Transport

- Organise event in a location accessible by active travel or public transport
- Actively encourage attendees to use public transport, cycling, or walking to the event
- Provide shuttle transport or carpooling for more remote locations
- Work with local suppliers to reduce transportation emissions and promote local businesses

Waste Reduction

- Use online event promotion and booking to reduce printing
- If printing is required, use certified recycled paper
- Provide clearly labelled bins for recycling, compost, and landfill waste
- Avoid single-use items such as plastic or paper cups - request reusable cups for tea and coffee
- Avoid bottled water – request jugs of water and encourage attendees to bring reusable water bottles
- Avoid plastic promotional items, particularly those that may cause pollution (e.g. balloons)

Food

- Use seasonal, locally sourced food
- Ensure vegetarian and vegan options are available
- Use sustainable products (compostable straws, recyclable napkins, reusable plates and cutlery)
- Choose suppliers who use sustainable practices and materials

Sustainable Energy

- Choose a venue with an energy reduction policy (efficient use of heating, lighting etc)
- If generators are needed, plan to reduce fuel use, ensure the right size generator is used.
- For AV or IT check supplier policies on energy reduction - request energy efficient equipment

Water

- Ensure your venue promotes water conservation and encourage attendees to reduce water use
- Provide water dispensers or refill stations and encourage the use of reusable water bottles.
- Ensure that water used for cleaning and other purposes is collected and reused if possible.
- Avoid activities that could harm water quality, such as using harsh chemicals for cleaning or releasing balloons or other litter that could end up in waterways.
- Communicate your commitment to water conservation and sustainability to attendees.
- Work with local environmental organisations to identify ways to support water conservation efforts.

Biodiversity

- Consider holding part of your event outdoors and promoting the importance of biodiversity
- Choose a venue that has a positive impact on local wildlife - ask for venue policy on biodiversity
- Consider adding elements to your event to improve biodiversity, eg planting native trees

- Invite local biodiversity conservation groups to partner with you in delivering a conservation positive message to your attendees.
- Plan ahead to address any potential for your event to contribute to spread of invasive species

Communications and Engagement

- Promote event online using website and social media as far as possible
- Make online booking and feedback forms available
- Ensure promotional products are used only if absolutely necessary.
- Ensure any promotional products, prizes, gifts etc are environmentally friendly and sustainably produced (reduce plastic, use reusable, recycled and recyclable materials where possible).
- Inform attendees about the importance of sustainability and how you are trying to reduce the climate and environmental impact of your National Heritage Week event
- Ask for feedback and suggestions for how you can improve the sustainability of future events
- Provide information for attendees on sustainable practices and how to be more climate aware in their daily lives
- Incorporate messages about climate action and biodiversity loss into all events
- The organising team should meet shortly afterwards to review the event and identify lessons learnt that will prove valuable for future events