

SustainAble Events Toolkit

Design with Purpose. Deliver with Impact.



Te Pae Christchurch has created this
SustainAble Events Toolkit to help event organisers
reduce environmental impact and create meaningful,
responsible experiences in Ōtautahi Christchurch.

What We Do

At Te Pae Christchurch Convention Centre

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Central Location

What You Can Do

Event Planning & Strategy

Transportation & Travel

Materials & Waste Reduction

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OUR COMMITMENT

Our commitment to sustainability is at the heart of everything we do at Te Pae Christchurch.

As a venue who is passionate about delivering sustainable events, we are committed to environmental responsibility, cultural respect, and community wellbeing.

We aim to empower event organisers to make conscious choices at every stage of planning and delivery, reducing waste, emissions and environmental impact while creating meaningful experiences.

By integrating local partnerships, promoting resource-efficient practices, and aligning with international sustainability standards, our objective is to position our venue, and Christchurch city, as a global leader in responsible event hosting.



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AWARDS & ACCREDITATIONS

The following achievements reflect our ongoing commitment to lead the industry in world class sustainable operations.

Toitū Net Carbon Zero

We have met Toitū Envirocare's internationally recognised standards of measuring, managing and reducing operational lifecycle emissions. Te Pae Christchurch is the first convention centre in the world with this accreditation.



Toitū Enviromark Gold

We have developed and implemented a comprehensive plan to help achieve our goals outlined in the environmental policy, and we are measuring our significant impacts so that we can better manage them.



Qualmark Gold

We have developed a comprehensive plan to help achieve our goals outlined in the environmental policy, and we are measuring our impacts so that we can better manage them.



2025 HRNZ Building Sustainability through People Award

Aligned with Christchurch's redevelopment vision and the UN Sustainable Development Goals, this was awarded to Te Pae Christchurch for embedding sustainability into our culture and operations, creating a workplace where employees feel connected to a meaningful purpose.

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ENVIRONMENTAL INITIATIVES

From sustainable business policies to unique environmental initiatives, such as our eWater system, dehydration of food waste into soil food and environmental packaging – we view every aspect of our business through an environmental lens.

Dehydrator

This system takes our organic waste and transforms it into a nutrient dense and pathogen-free fertiliser, significantly reducing the volume of waste, emissions of greenhouse gases whilst producing a valuable organic fertiliser which is donated to local community gardens in Ōtautahi Christchurch.

E-Water

E-water is an electrolysed water system containing only tap water and sodium chloride (salt) that produces highly effective, naturally biodegradable cleaning and sanitising solutions that is safe for our environment, employees and guests.

Intelligent Building Management System

We have installed a system that automatically controls our lighting, air conditioning and vertical transport, to minimise the use of environmental resources through scheduling and monitoring.

Suppliers

88% of our food and beverage suppliers are local, enabling us to continue to support our local economy and minimise our carbon emissions.

Recycling

99% of food waste is diverted from landfill with majority being processed on site through our dehydrator.

Environmental Data Monitoring

We collect data on all resources consumed such as waste, recycling and electricity.

Re-use before Recycle

We avoid the use of single use products where possible, by providing re-usable coffee cups, having milk supplied in kegs, and coffee beans supplied in reusable buckets. All food packaging is 100% commercially compostable and anything that can have a second life is donated to Creative Junk.

Corporate Social Responsibility

Our committee ensures the development and delivery of the corporate social responsibility agenda which focuses on protecting the environment, investing in people and strengthening our communities.



CENTRAL LOCATION

Walkable CBD

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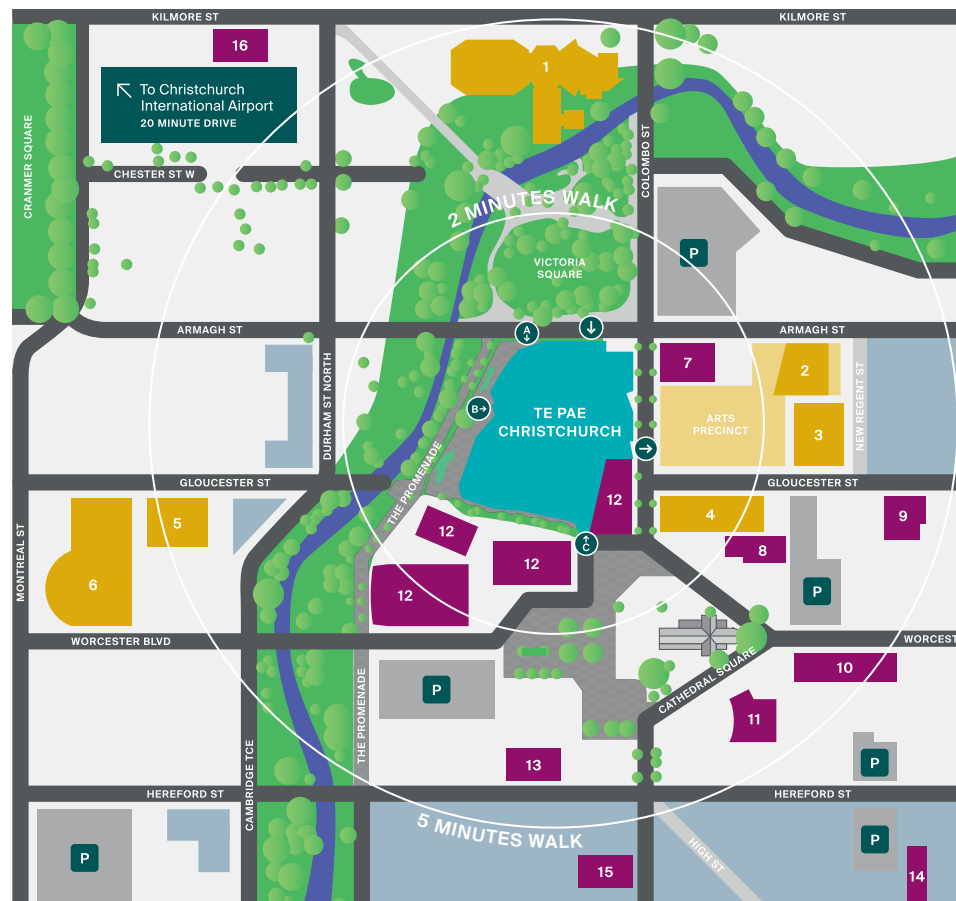
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Te Pae Christchurch is located in the heart of the city, just a short 20 minute drive (or bus ride) from Christchurch International Airport. Our compact central city offers exceptional sustainability credentials, with restaurants, accommodation, markets and attractions all within easy walking distance.




Key

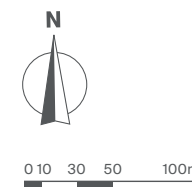
-  Armagh St Entrance
-  Oxford Terrace Main Entrance
-  Cathedral Square Entrance
-  Loading Exit
-  Parking
-  Loading Entry
-  Retail & Hospitality

Arts & Culture

-  Christchurch Town Hall
-  The Piano
-  Isaac Theatre Royal
-  Tūranga – Central Library
-  Centre of Contemporary Art
-  Christchurch Art Gallery Te Puna a Waiwhetū

Hotels

-  Crowne Plaza
-  Novotel
-  Fable Christchurch Hotel
-  Heritage Hotel
-  Distinction Hotel
-  Proposed Hotels
-  Ibis
-  BreakFree on Cashel
-  Christchurch City Hotel
-  Wyndham Garden Christchurch City



What You Can Do

As an Event Organiser

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EVENT PLANNING & STRATEGY

Set clear and measurable sustainability objectives from the outset

Establishing clear and measurable sustainability objectives early in the planning process is critical to driving meaningful environmental and social outcomes. Without well-defined goals, it becomes difficult to monitor progress, allocate resources effectively, or demonstrate accountability to stakeholders.

Early integration ensures sustainability is embedded not bolted on throughout the lifecycle of your project, programme, or organisation.



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EVENT PLANNING & STRATEGY

Early integration ensures sustainability is embedded thoroughly

Define Sustainability Priorities

Begin by identifying the sustainability themes most relevant to your context such as carbon reduction, circular economy, biodiversity, water conservation, social equity, or local economic development. Engage internal teams, suppliers, local communities, and other stakeholders to align objectives with material impacts and expectations.

Implement 'green challenges' for attendees

Encourage sustainable behaviour by introducing fun and engaging 'green challenges' for attendees. These could include simple actions such as bringing a reusable cup or water bottle, using public transport or active travel options, opting for plant-based meals, or going paperless by using digital event materials.

Use SMART Objectives

Frame your sustainability goals using the SMART criteria:

- » **Specific** – Clearly state what you intend to achieve (e.g., “Reduce food waste by 25%”).
- » **Measurable** – Include quantitative indicators (e.g., “Have 90% attendees confirm lunch and dinner attendance by 8:30 am each day”).
- » **Achievable** – Ensure targets are realistic given your resources and constraints.
- » **Relevant** – Align with broader business or policy goals, such as net zero commitments.
- » **Time-bound** – Set a deadline for achieving the objective (e.g., “by 2028”).



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EVENT PLANNING & STRATEGY

Sustainable Volunteering Opportunities

Integrate Community Engagement and Legacy Initiatives. Offer attendees the chance to give back to the host city in practical, hands-on ways:

» **Tree Planting with Trees for Canterbury**

Join this local non-profit to help plant native trees and restore biodiversity across Canterbury. This is an excellent way for delegates to contribute to long-term environmental regeneration while offsetting some of their travel emissions.

» **Rubbish Pick-Up**

Partner with the **Christchurch City Council** or groups like **Keep New Zealand Beautiful** to organise community litter pick-up events. Target areas could include Hagley Park, the Ōtākaro Avon River corridor, or beaches like New Brighton. Provide reusable gloves and sacks, and encourage attendees to log their impact. ccc.govt.nz/volunteer-in-parks

» **Red Zone Restoration with AvON**

The Avon-Ōtākaro Network coordinates activities like weeding, planting, and riverbank clean-ups in the former residential red zone. This work supports biodiversity corridors and creates a living legacy for Christchurch.

Catering & Food Waste

- » Provide accurate guest numbers to reduce over-catering
- » Accurate forecasting of attendee numbers is a simple yet powerful way to reduce food waste and minimise the environmental footprint of your event. To avoid this, work closely with your registration team and caterers to confirm final guest numbers as early as possible. Encourage advance RSVPs and use tiered deadlines (e.g. early bird, final confirmation) to build a realistic attendance model. If your event includes walk-ins or on-the-day registrations, set aside a limited buffer based on historical no-show rates rather than overestimating.
- » Provide digital menus via QR codes or screens.



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TRANSPORTATION & TRAVEL

Make every journey count – sustainably

Transportation is one of the largest contributors to event-related emissions. Smart planning can significantly reduce the environmental footprint of travel while improving the attendee experience.

Here's how to promote sustainable transport options at your event. Support and promote the use of environmentally friendly transportation, such as:

Public transport: Give delegates information on accessible [bus routes](#).

Cycling and walking: Cycling and walking are a great way to reduce transport emissions. Encourage active travel by highlighting safe and scenic routes.

Electric vehicles (EVs): If you are renting cars, select eco-friendly hybrid or 'e' options. Provide delegates with details about [nearby charging stations](#).

Carpooling and Uber Green: Reduce single-occupant car use by facilitating ridesharing or promoting low-emission rideshare options such as Uber Green.

Offset unavoidable emissions: For travel that can't be avoided such as air travel, encourage attendees to offset their emissions through trusted providers like airline offset programmes.

» [AirNZ offers Voluntary Emissions Contribution Programme](#)

» [Certified services, such as Orbit Carbon Offset](#)



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MATERIALS & WASTE REDUCTION

Thoughtful planning around materials usage

Minimising waste and choosing sustainable materials are essential to running environmentally responsible events. Thoughtful planning around materials usage not only reduces your environmental footprint but also sets a positive example for attendees and exhibitors alike.



Sustainable Material Choices

Design your event using materials that are sustainable, reusable, or recycled. Avoid single-use plastics entirely and steer clear of non-recyclable materials such as Styrofoam and foamcore, which have a significant environmental impact and limited end-of-life options.

Digital-First Communication

Reduce reliance on printed items by embracing digital solutions. Replace paper flyers, programmes, and schedules with QR codes that link to a dedicated event website or mobile app. Not only does this minimise paper waste, but it also offers a more dynamic and up-to-date experience for attendees.

Eco-Friendly Delegate Materials

Rethink the traditional delegate bag. Instead of offering a satchel filled with printed collateral and branded giveaways, consider digital alternatives or reusable items. If physical bags are used, ensure they are made from recycled or natural materials and contain minimal printed content.

Sustainable Name Tags & Badges

Use seed paper for name tags. These can be planted after the event, leaving a lasting green impact. Alternatively, encourage attendees to bring reusable badges from previous events, and provide options for generic reusable holders. Ensure collection points are clearly marked for any lanyards or name tags that can be reused at future events.

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MATERIALS & WASTE REDUCTION

Make eco-conscious choices, set clear expectations

By making deliberate, eco-conscious choices in materials and waste management, you demonstrate leadership in sustainable event practices while inspiring attendees, vendors, and sponsors to do the same.



Decor with a Purpose

For stage and table decorations, hire live plants rather than using disposable flower arrangements or synthetic décor. Live greenery adds aesthetic value while promoting a message of sustainability. Ensure plants are returned or reused after the event.

Reduce Packaging Waste

Work closely with suppliers and vendors to reduce packaging waste. Where possible, request items be delivered in reusable or minimal packaging. Refer to guidance from organisations such as WasteMINZ to make informed decisions and set clear expectations for packaging materials.

Incentivise Low-Waste Participation

Encourage attendees and exhibitors to help reduce waste. Offer incentives such as discounts, recognition, or prize draws for those who avoid bringing printed brochures, banners, or plastic promotional items. Promote a “less is more” approach to event marketing.

Sustainable Exhibitor Practices

Ensure all exhibitors are aligned with your event’s sustainability goals. Request that displays materials are reusable or recyclable, avoid handouts that will end up as waste, and recommend digital engagement tools (e.g., QR codes, tablets). Provide guidance ahead of time to help them meet sustainability expectations.

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WASTE MANAGEMENT & RECYCLING

Effective waste management is a cornerstone of sustainable event planning

By creating a clear, consistent system and collaborating closely with us, you can ensure that as much waste as possible is diverted from landfill.

Educational Digital Displays

Support waste stations with digital screens or digital info sheets that display simple, visual guides on what belongs in each bin. Include real-time impact statistics, if possible (e.g., “10kg of compost diverted today”), helping attendees understand the positive effect of their actions.

Gamify Recycling

Make waste sorting engaging by turning it into a challenge or competition. Implement:

Points systems via mobile apps or badge scanning

Leaderboards for teams or individuals contributing most to correct sorting.

Spot prizes or raffles for participants who demonstrate responsible disposal.

Gamification adds fun and motivation, particularly for corporate or younger audiences.

Track & Report Waste Metrics

Ask your Event Coordinator about a post-event waste report, detailing how much waste was:

- » **Recycled**
- » **Composted**
- » **Sent to landfill**

Sharing this data with stakeholders and attendees reinforces accountability and can help measure improvement over time.

With a proactive waste management strategy, you turn everyday disposal into an opportunity for education, engagement, and measurable environmental impact.



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COMMUNICATIONS & ENGAGEMENT

Fostering a culture of shared responsibility and positive impact

Transparent and inspiring communication is key to ensuring that your sustainability efforts resonate with attendees, partners, and the wider community. By actively engaging people before, during, and after the event, you foster a culture of shared responsibility and long-term impact.

Pre-Event Messaging

Start early by promoting your sustainability goals and initiatives through your event's digital platforms, email campaigns, social media, and your event website. Let attendees know what to expect and how they can contribute:

- » Highlight green initiatives such as paperless ticketing, low-waste catering, or carbon offsetting.
- » Share packing tips that encourage delegates to bring reusable items (e.g., water bottles, coffee cups, name badges).

This sets the tone and empowers your audience to participate actively in your sustainability efforts.

Encourage Reusable Behaviour

Motivate attendees to bring and use their own sustainable items. Reinforce this message through:

- » Pre-event checklists and reminders
- » Signage at entry points
- » Branded refill stations for water and coffee. Make it easy and rewarding to choose reusables over disposables.

Rethink Giveaways

Shift away from traditional promotional merchandise—which often becomes waste—and offer more meaningful alternatives:

- » Let attendees choose to donate to a charity in place of receiving a physical gift.
- » Support local social enterprises or community initiatives through these donations.
- » If giveaways are used, ensure they are practical, sustainable, and ethically sourced.

This approach aligns your event with social responsibility while reducing material impact.



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Share your success stories to inspire others

Post-Event Storytelling

Don't let the sustainability conversation end when the event does. Celebrate and share your achievements through:

- » Post-event reports with sustainability metrics (e.g., waste diverted, emissions reduced, donations made)
- » Newsletters and blogs featuring behind-the-scenes efforts or vendor success stories
- » Infographics or short videos showcasing environmental impact

This not only adds transparency and credibility but also encourages attendees, sponsors, and exhibitors to carry the momentum into their own practices.

Inspire, Don't Just Inform

Effective sustainability communication isn't just about telling people what you did, it's about inspiring them to act. When attendees feel like they're part of a larger movement, their engagement deepens, and the event's legacy grows.

88%

The percentage of our food and beverage suppliers that are locally sourced.

2,493

The number of 2 Litre plastic milk bottles saved in 12 months by switching to Spout milk kegs

12.8 tonnes

The amount of nutrient dense fertiliser produced in our food dehydrator "Oscar" in 24 months, then donated to local community gardens.



Ngā mihi

Thank you

Legends & ASM Global: Sustainability Mission Statement

We're committed to building a legacy of positive impact in the communities we serve. By protecting and enhancing the environment through measurable actions—reducing waste, conserving resources, protecting air quality, and fostering community engagement—we lead the way in setting new industry standards. Through collaboration with our guests, clients, teams, and partners, we'll continue to implement world-class sustainability practices across our global venue portfolio.

Proudly managed by  ASM GLOBAL

tepae.co.nz