

SustainAble Events Planning Checklist

Design with Purpose. Deliver with Impact.



Pre-Event Planning

- Set sustainability goals and KPIs for your event (e.g. zero waste, low carbon)
- Choose digital invitations and event materials
- Communicate your sustainability commitment to all stakeholders
- Select suppliers with aligned environmental values and certifications
- Brief your Te Pae Christchurch Event Coordinator on your sustainability goals
- Promote Te Pae Christchurch environmental credentials and initiatives as part of your green event communications

Travel, Transport & Accommodation

- Encourage delegates to choose low-emission transport options (e.g. walking, cycling, public transport, e-scooters, car-pool)
- Recommend accommodation partners that align with sustainability values
- Consider doing a delegate travel survey to benchmark and improve for future conferences
- Consider group transport options
- Offset flight emissions through airline

Food & Beverage

- Prioritise locally sourced, seasonal ingredients
- Offer plant-based or lower impact menus
- Request reusable, compostable, or recyclable food ware
- Avoid single-use plastics and bottled water
- Request Spout Milk in Kegs for coffee carts
- Provide or encourage delegates to bring water bottles and keep cups
- Plan for accurate attendee numbers to minimise food waste

Energy & Resources

- Use energy-efficient AV and lighting equipment where possible
- Limit printed signage and materials. Maximise digital signage opportunities
- Utilise the water refill stations around our venue

Conference Materials & Exhibitions

- Go digital! Avoid printing where possible (e.g. programmes, signage, tickets)
- If printing is required, use recycled materials and eco-friendly ink
- Reuse signage, lanyards, or promotional materials
- Eliminate conference satchels or source sustainable bags
- Choose sustainable giveaways and gifts (e.g. useful, locally made, recyclable, plastic-free)
- Ensure all packaging used is recyclable or compostable (no plastic)
- Encourage exhibitors to select our locally sourced catering and stand giveaways from the Exhibitor Menu
- Recommend exhibitors use LED lighting and recyclable materials for stand builds

Community & Cultural Impact

- Include local suppliers, artists, and performers in your event
- Honour and reflect local culture, heritage and identity
- Partner with local charities, conservation or community initiatives
- Support the community by dining out in local restaurants and bars

Waste Management

- Correctly use the venue's recycling and composting stations
- Communicate with exhibitors and suppliers to limit any waste they bring to the event
- Communicate waste disposal options clearly to attendees
- Donate leftover food and materials where possible
- Conduct a post-event waste audit if feasible

Engagement & Legacy

- Share your event's sustainability efforts and successes (e.g. social media, post-event delegate communications)
- Gather feedback on your sustainability efforts (delegates, venue)
- Offset carbon emissions through a certified provider

Final Tip: Work with our in-house team. We are here to help you run a successful and sustainable event every step of the way.

This checklist has been designed specifically for event organisers planning an event at Te Pae Christchurch Convention Centre to support practical, achievable decisions across all stages of event planning. Together, we can reduce the environmental impact of events and create meaningful, responsible experiences in Ōtautahi Christchurch.