

Lewisham Borough of Culture

Green Events Guide



Introduction

To a certain degree, all events come with a risk of environmental impact. This can come from any stage of their development, including their production, delivery and legacy. Some of this can be easily seen and tracked, such as land use and waste. However, other sources of this impact can be much harder to track, for example the carbon emissions created by sourcing and consuming food at events. It is important that organisers understand how their events may impact the environment, and take steps to reduce this impact. When we run events sustainably it is not only better for the environment, it can help improve audience experience and minimise cost for both organisers and attendees.

In February 2019, Lewisham Council declared a climate emergency and committed to becoming carbon neutral by 2030. This means that we want to minimise the negative externalities of all our small, medium, large and major events in Lewisham Parks and Open Spaces, as well as Public Highways and Council Buildings. This guide highlights the practical steps that managers and organisers should take to minimise the environmental impact of their events, and can also be used by the organisers of events within the Borough of Culture year who are not part of Lewisham Council to ensure they are taking steps to be as sustainable as possible.

How to use this guide

This guide provides advice on how to manage and run your event sustainably. It outlines some simple steps that you should take to reduce the impacts of each aspect of your operation. We have outlined a set of requirements for small, medium, large and major events, to support organisers to run and manage their events sustainably. We have divided the requirements among 'Essential' and 'Desirable'.

'Essential' are simple and easily achievable requirements that all organisers must adhere to.

'Desirable' requirements are for organisers that want to go above and beyond. These are slightly more challenging requirements. We recognise that it will not always be possible to meet them, but we strongly advise all organisers to try and do so.

ENERGY	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> • Minimise your energy use. • Work with your suppliers to see if they can reduce the amount of power they require. • Ensure generators are not left idling unnecessarily, and switch off when not needed. • Ensure your staff are aware of how to use energy responsibly to minimise energy use (e.g. deliver a 10 minute talk to show your staff how to use equipment to minimise energy use). • Use only energy-efficient equipment (e.g. LED lights, microphones powered by batteries). • Minimise heating use where possible. When safe to do so, use natural ventilation instead of the air conditioner. • Do not use water coolers. 	<ul style="list-style-type: none"> • Do not use a personal generator. If you can't avoid it, ensure your generator is hybrid. • Make an assessment of how much power you will need prior to the event, and book generators accordingly. • Use timers to switch off equipment that is not needed for a long period of time. • Use rechargeable batteries for microphones and stage equipment. • Conduct an energy assessment (heating and lighting), record your findings and consider suitable alternatives for operational improvements (i.e. what type of equipment is really needed).
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> • Monitor and report your energy use. Please visit the website of the Carbon Trust for more resources to conduct an energy audit or download this guide on how to conduct a walk-around survey • Ensure generators are not left idling unnecessarily, and switch off when not needed • Ensure your staff are aware of how to use energy responsibly to minimise energy use (e.g. deliver a 10 minute talk to show your staff how to use equipment to minimise energy use) • Use rechargeable batteries for microphones and stage equipment. • Do not use water coolers. • Minimise heating use where possible. • When safe to do so, use natural ventilation instead of the air conditioner. • Make an assessment of how much power you will need prior to the event, and book generators accordingly. 	<ul style="list-style-type: none"> • Traders and contractors should not use their own generators. Power should be provided by the event organiser (this will enable you to collect complete data on energy use). • Use timers to switch off equipment that is not needed for a long period of time. • Conduct an energy assessment (heating and lighting), record your findings and note down suitable alternatives for operational improvements (i.e. what type of equipment is really needed). Share your results with the Events team. • Calculate and offset your carbon emissions. • Use LED stage lighting, energy efficient equipment and/or solar powered equipment to minimise energy use and cost

WASTE	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> • Make sure the bins are easy to see, can be spotted from any location at the event and are clearly labelled. • Ensure your staff are aware of how to segregate waste and dispose of food waste (e.g. deliver a 15 minutes talk to show your staff what goes where). • Donate items that cannot be reused to local or national charities and community projects, for example Lewisham Foodbank. 	<ul style="list-style-type: none"> • Provide bins to separate general waste from mixed recycling (cardboard, paper, plastic, metal and glass). • Label the bins clearly and communicate what goes where, by adding a sign on top of each bin. Keep the messaging clear (e.g. say "cans", not "mixed metal". Avoid saying "mixed recycling", add a description of the items that can be disposed, like, for example, plastic, paper and glass). • Provide bins for food waste and compostable items. • Work with your waste management provider to find out where waste is being taken and how it is processed. Choose a sustainable provider.
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> • Provide bins to separate general waste from mixed recycling (cardboard, paper, plastic, metal and glass) and food waste. • Label the bins clearly and communicate what goes where, by adding a sign on top of each bin. Keep the messaging clear (e.g. say "cans", not "mixed metal". Avoid saying "mixed recycling", add a description of the items that can be disposed, like, for example, plastic, paper and glass. • Used bins of an appropriate size (e.g. 1100L). • Make sure the bins are easy to see and can be spotted from any location at the event. • Ensure your staff are aware of how to segregate waste and dispose of food waste (e.g. deliver a 15 minutes talk to show your staff what goes where). • Donate items that cannot be reused to local or national charities and community projects. 	<ul style="list-style-type: none"> • Set up a food donation service. Partner with an organisation such as FareShare or a Lewisham organisation. • Provide collection points for batteries. • Work with your waste management provider to find out where waste is being taken and how it is processed. Choose a sustainable provider.

WATER AND GREY WATER	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> • Provide refill stations or location of nearby water fountains. • Erect signs at water points and ensure water wastage is kept to a minimum 	<ul style="list-style-type: none"> • Ban the sale of plastic water bottles and provide refill stations or location of nearby water fountains. • Hire only compostable toilets. • Use water efficient, waterless or dual flush toilets. • Work with traders to reuse grey water.
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> • Ban the sale of plastic water bottles. • Provide refill stations. • Provide your staff with reusable water bottles, or ask them to bring their own. • Erect signs at water points and ensure water wastage is kept to a minimum. 	<ul style="list-style-type: none"> • Place signs to highlight water refill points and have water marshals monitoring water use to ensure water waste is kept to a minimum. • Work with a suitable organisation to provide refill stations. • Work with traders to reuse grey water. Use compost toilets or biocide free flushing liquid.

FOOD AND DRINK	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> As per the council's climate emergency action plan, all council events must serve only vegan food. For external events, 10% of the products you buy must come from a sustainable source (e.g. plant based milk, organic produce) For external events; Have at least 1 healthy option, and a vegetarian and vegan alternative in every menu. One non-alcoholic option in every menu that is not water or high-sugar (healthy option). 	<ul style="list-style-type: none"> Ensure all containers and cutlery are reusable or compostable—ensure compostables are collected as a separate waste stream, to avoid risks contaminating, recycling or going to incineration Consider reusable cups and drinking containers for staff and visitors All information about sustainable food are displayed on menus Provide information to help caterers to source food and drinks that meet your minimum standard. All milk is plant based and produce is organic All food is organic, Fairtrade and/or locally sourced. Use at least one Lewisham Brewery and consider local suppliers for beers and other drinks. Eliminate single-use plastic. This includes: plastic bottles, plastic bags, stirrers, straws, condiment sachets, milk pots.
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> As per the council's climate emergency action plan, all council events must serve only vegan food. For external events, 30% of the products that you buy must from a sustainable source (e.g. plant based milk, organic produce). For external events, across the site, 30% of the food and drink choices must be vegan, vegetarian, and non-alcoholic (excluding water or high-sugary drinks). All meat must be sourced from outdoor-reared animals, fish must be MSC certified, and all milk must be organic. Minimum standards of free range. All information about sustainable food must be displayed on menus. For packaging: eliminate single-use plastic. This includes: plastic bags, stirrers, straws, condiment sachets, milk pots. All containers and cutlery MUST be compostable/wood. All items need to conform to EN13432. Use a least one or more local breweries and suppliers for beers and other drinks. 	<ul style="list-style-type: none"> All food is organic, Fairtrade and/or locally sourced. Across the site, 50% of the food and drink choices are vegan, vegetarian, and non-alcoholic (excluding water or high-sugary drink)

MANAGEMENT	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> • Suppliers must have an environmental policy. • Ensure 10% of your products comes from a certified sustainable source (see above "marks we like to see"). • If you need to dispose of used equipment, donate it to a local charity. • Minimise travel for deliveries and collections by consolidating deliveries and using local companies where possible. 	<ul style="list-style-type: none"> • Your suppliers must hold an environmental certification (e.g. ISO14001, BRES6001, or similar). Please note: an environmental policy is not sufficient. • Hire local salesforce and volunteers when feasible. • Use Fairtrade and organic T-shirts printed with water based inks or other sustainable materials. • Use wood products from a certified sustainable source (e.g. FSC). • Use only chemical-free cleaning products, such as white vinegar and bi-carbonate of soda
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> • Use only suppliers that are ISO14001 certified OR ensure suppliers have an environmental certification. Please note that an environmental policy is not sufficient • Ensure at least 70% of your products come from a certified sustainable source (see below for a list of "marks we like to see"). • Use wood products from a certified sustainable source (e.g. FSC). • Use only chemical-free cleaning products, such as white vinegar and bi-carbonate of soda. • Ensure deliveries and collections are consolidated and use local companies / suppliers where possible. • Hire equipment rather than buying it, and donate used equipment to a local charity after use. • If you need to dispose of used equipment, donate it to a local charity. • Minimise travel for deliveries and collections by consolidating deliveries and using local companies where possible. 	<ul style="list-style-type: none"> • Hire local salesforce and volunteers when feasible • Monitor the carbon dioxide equivalent of the event (e.g. from generators, distance travelled, mode of transport used, water used, and deliveries) and share the results with the Events Team. This is for us to monitor and improve the carbon footprint of our events year after year. You can calculate your carbon footprint using Julie's bicycle's free online calculator. • Develop targets to minimise your environmental impact and publish a report post event to display clearly what results you have achieved • Use an established tool to certify your green commitment (e.g. ISO20121, a Greener Festival).

TRANSPORT	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> Promote sustainable travel alternatives to reach the venue. Encourage staff and attendees to use public transport (e.g. through an email or by displaying information on your website), walk or cycle to the venue. Discourage the use of cars and encourage carpooling as opposed to single-occupancy journeys. Promote routes that minimise environmental impact. Promote bike parking (e.g. ensure visitors are aware of the closest bike parking site). 	<ul style="list-style-type: none"> Ensure deliveries are made using sustainable transport modes (electric vehicles and cargo bike) Record company travel (e.g. through a survey) and use it as a benchmark for next year to try and decrease travel time and distance travelled. Develop a secure and well signed bike park. Consider discounts for attendees using public transport.
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> Promote sustainable travel alternatives to reach the venue. Encourage staff and attendees to use public transport (e.g. through an email AND a map on your website which displays the nearest bus stops, train stations and a link to the timetables of trains and buses), walk or cycle to the venue. Discourage the use of cars and encourage carpooling as opposed to single-occupancy journeys Promote routes that minimise environmental impact. Develop a secure and well signed bike park. Develop a survey to monitor the distance travelled and the mode of transport used by the attendees AND the drivers. 	<ul style="list-style-type: none"> Plan journeys to avoid peak times and minimise impact on rush hour congestion and transport emissions. Create a competition – offering incentives and rewards – for your staff to encourage them to reduce their vehicle travel. Record company travel (e.g. through a survey) and use it as a benchmark for next year to try and decrease travel time and distance travelled. Share the results of your survey with the Events Team, so that we can create a baseline of data for future years. Consider promoting bike share schemes such as Lime bikes, or even scooters. Consider discounts for attendees using public transport.

PROMOTION	ESSENTIAL	DESIRABLE
<p>Small and medium events (<4999 attendees)</p>	<ul style="list-style-type: none"> • Communicate your commitment to the environment to your staff and the attendees of the event. • Use your social media channels to communicate your green commitment to the people that will attend the event. • Communicate your expectations to your suppliers and traders. • Avoid date-marking on banners and signage to allow reuse. 	<ul style="list-style-type: none"> • Use e-tickets and discourage attendees from printing tickets when possible. • Reuse promotional material. • Use only recycled, sustainably sourced, un-chlorinated and uncoated paper and card for flyers, posters and merchandising • Print double-sided and use only water based ink. • Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other "sustainable" landmarks. • Avoid plastic-coated laminates for identification and signage.
<p>Large and major events (>5000 attendees)</p>	<ul style="list-style-type: none"> • Use e-tickets and discourage attendees from printing the tickets. • Communicate your commitment to the environment to your staff. • Use your social media channels to communicate your green commitment to the people that will attend the event. • Communicate your expectations to your suppliers and traders. • Avoid date-marking on banners and signage to allow reuse. Reuse promotional material if feasible. • Add to the signature of your email 'think before you print'. • Work with sponsors to ensure giveaways are made from sustainable materials and minimize the use of giveaways. • Print double-sided and use only water based ink 	<ul style="list-style-type: none"> • Reuse promotional material. • Use lanyards and wristbands made from sustainable materials • Produce electronic maps of the event highlighting where bins are, walk and bike paths, water refill stations and other 'sustainable' landmarks. • Do not use plastic-coated laminates for identification and signage. • Use only recycled, sustainably sourced, un-chlorinated and uncoated paper and card for posters and merchandising. Print double-sided and use only water based ink

INDOOR EVENTS

Ban single-use plastic

- No plastic straws.
- Eliminate other single-use plastic, such as plastic bottles, plastic bags, stirrers, straws, condiment sachets, milk pots
- Do not use single-use-plastic serve-ware (cups, cutlery, and plates). Use reusable serve-ware such as glass, crockery, or compostable materials instead.
- Encourage attendees to bring their own water bottle, if appropriate.

Catering & Suppliers

- Use companies that are ISO14001 certified, have an environmental certification or at least an environmental policy.
- Minimise travel for deliveries/collections by consolidating and using local companies.
- Hire equipment, props and decoration rather than purchase for single use.
- Use local caterers, breweries, and businesses for food and drinks.
- All food should be organic, FairTrade and/or locally sourced.
- Confirm numbers to help manage quantities and prevent wastage.
- Use companies such as FareShare and Olio for leftover food.

Promotion

- Use digital technology instead of printing e.g. use the screens available in the venue rather than hand-outs. If you need to use paper have clear recycling bins available.
- Use e-tickets and discourage attendees from printing tickets
- Avoid date-marking on promotional material to allow reuse e.g. banners and signage

Energy

- Switch off equipment and lights when not in use.
- Ensure staff are aware of how to use energy responsibly to minimise energy use.
- Work with suppliers to reduce the amount of power they require.
- Use energy-efficient equipment (e.g. LED lights, microphones powered by rechargeable batteries).
- Minimise heating use where possible. When safe to do so, use natural ventilation instead of the air conditioner.

Travel

- Encourage staff and attendees to use sustainable travel such as walk or cycle.
- Promote bike parking (e.g. ensure visitors are aware of the closest bike parking site).
- Discourage the use of cars and encourage carpooling as opposed to single-occupancy journeys.

Waste

- Work with cleaning company, venue and suppliers to ensure waste is separated correctly into recycling, food waste and general waste, as well as being disposed of appropriately.
- Advise caterers/suppliers/staff on how to manage waste from the event.
- Follow the waste hierarchy – prevent, reduce, reuse and dispose responsibly.

USEFUL CONTACTS

Lewisham Film Office

lewisham@filmoffice.co.uk

[+44 \(0\)207 2471244](tel:+44(0)2072471244)

<https://lewisham.filmoffice.co.uk/>

Lewisham Food Health and Safety

environmentalhealth@lewisham.gov.uk

[020 8314 6536](tel:02083146536)

Lewisham Recycling

recycling@lewisham.gov.uk

Lewisham Licensing

licensing@lewisham.gov.uk

[020 8314 6400](tel:02083146400)

Lewisham Environmental Services

envirocasework@lewisham.gov.uk

Active Travel Lewisham

activetravel@lewisham.gov.uk

Lewisham Building Control

building.control@lewisham.gov.uk

[020 8314 7400](tel:02083147400)

Lewisham Planning

planning@lewisham.gov.uk

[020 8314 8233](tel:02083148233)

Lewisham Parks

lewisham@glendale-services.co.uk

Lewisham Trading Standards

cer@lewisham.gov.uk