Planning your event sustainably

1. **Booking your space**

When making your booking, ensure you include time in your booking for setting up the space and clearing it if needed. If your event will include catering, add an extra half hour of clearing time to make sure cleaning can also take place.

Don’t book the space as “whole day event” if the space won’t be occupied the whole day – that way our engineers will manage the temperature for the space as needed. This also applies to week long events, make individual day bookings to avoid the space being heated overnight.

1. **Tickets / Registration / Sign ups**

* Go digital – you just need a laptop or tablet and can easily find people on your list to tick them off.
* Online tools like eventbrite can also help you manage digital sign ups to an event.

1. **Transport to the event**

Make public transport options clear and easy to find for your event. Highlight useful amenities in the area (cash points, LSE catering, etc.). If there are other related events nearby indicate the best walking routes (using TFL website).

1. **Catering for an event**

* If using LSE catering, they will ensure the sustainability of your catering, as standard. The only concern may be around leftovers. By making sure that cleaning are aware of your event, we can make sure there is adequate bin provision and cleaning up services on hand to ensure any food waste is composted.
* If organising your own catering, please refer to the School’s preferred supplier list or contact LSE procurement to identify catering suppliers.
  + Waste: you will need to make arrangements for any catering waste that is left onsite. In particular, delivery crates cannot be disposed of in the LSE bins (there is an associated charge to do so). You must arrange for the caterer to collect those from a pre-determined location. That location must be a safe location (i.e. not impeding any fire exit routes, allowing disabled access in corridors, and not left behind in a classroom or venue that may be in use after your event). Always make sure security are aware of where your collection point is and provide a timeline for collection.
  + Water: ask for carafe water instead of plastic water bottles. All glass bottles should be returned to your caterer after the event.
  + Food: be seasonal, don’t have strawberries in the middle of winter. Consider eating preferences and have vegetarian/vegan options in your mix.
  + Leftovers: most departments are able to put these out at the end of the day in student rooms or similar. Make sure, cleaning are made of aware of this so they clear those rooms at the end of the day to avoid any pests.

1. **Give away items / promotional materials**

* Where possible avoid them altogether – save those pennies
* Go digital, send out your information about the event to those that you have confirmed as attended via email after the event. This also provides opportunities for following up on conversations that happened during the event.
* If you do have to give away printed materials, ensure you use recycled paper. It is possible to buy all qualities of recycled paper
* Freebie items, that are used purely for branding but have no long-term use should be avoided (i.e. keyrings, folders, placemats, plastic bottles, document holders).