**Worcester Students’ Union Sustainable Events Guidance**

**Purpose and objective**
This guidance aims to embed sustainable practices into event planning and delivery at Worcester Students’ Union (WSU). By reducing waste, promoting ethical and sustainable practices, and incorporating sustainability considerations into every stage of event planning, the Union seeks to minimise its environmental footprint while balancing affordability for its members.

**Scope**

For this guidance, an event refers to any organised activity planned and delivered by Worcester Students’ Union. This excludes routine meetings or activities not intended as public engagement opportunities. It also excludes events hosted by external organisations that hire WSU spaces. While we cannot control the sustainability practices of external hirers, WSU will provide advice on sustainability as part of the booking process. This guidance applies exclusively to events organised by Worcester Students’ Union. WSU runs several events throughout the year, predominantly campaign-based, with the Welcome Fair being the largest. These events are held on various University of Worcester campuses and are typically led by specific individuals within the Union, such as officers, staff members, or committees.

**Guidance for Hosting Sustainable Events**

* 1. **Reducing Single-Use and limited-use Plastics**
		+ Discourage stallholders from bringing single-use plastic items, such as plastic bags, water bottles, and packaging, where possible, to reduce waste.
	2. **Digital-First Communications**
		+ Adopt digital methods for all event communications and sign-up processes, such as QR codes, mobile apps, or online forms, to minimise paper usage.
	3. **Sustainable Freebies**
		+ Encourage stallholders to provide sustainable freebies (e.g., reusable or recyclable items) and offer guidance on prioritising environmentally friendly options. Further details available in our Responsible Freebies Guidance document.
	4. **Highlighting Sustainability-Focused Stalls**
		+ Promote sustainability-focused stalls, societies, and initiatives by allocating them prominent, high-traffic locations at events where possible.
	5. **Clear Recycling and Waste Management**
		+ Provide well-marked recycling and waste disposal stations at event venues, including clear guidance on proper waste segregation.
	6. **Prioritise Eco-Friendly Event Materials**
		+ Where possible, use recyclable, compostable, or reusable materials for decorations, signage, and event supplies.
	7. **Sustainable Catering Options**
		+ Prioritise catering services that offer Fairtrade and responsible food production foodstuffs where possible.
	8. **Accessible and Sustainable Transport**
		+ Share information on sustainable transportation options, such as public transport, cycling, or car-sharing, ensuring accessibility for all attendees.

**Implementation**

Sustainability considerations should be reviewed during the event planning stage and signed off by a manager to ensure we fulfil our commitment to sustainability within the available resources. For Welcome Week planning, a member of the planning group should also be part of the sustainability committee to provide updates and receive support on sustainability efforts. The event's sustainability impact should be assessed during the review stage, with findings communicated to the committee. WSU will adopt best practices from other educational and charitable organisations to enhance sustainability, with continued collaboration with the University of Worcester central to the Union’s approach to sustainable events.

**Compliance and Review**

This guidance will be formally reviewed every 3 years but will be regularly reviewed and updated by the sustainability committee as needed to ensure its effectiveness and relevance. Compliance with this policy is mandatory for all members of Worcester Students’ Union.

Date of Adoption:

Signed: (SU elected president)

Person responsible for review: Marketing and Communications Manager