



GIRLS NIGHT OUT- GREEN POLICY

Girls Night Out aims to be an event that is run in an environmentally sustainable way on a sustainable budget. We, at Events and the City, acknowledge our responsibility to produce and deliver Girls Night Out with as little impact on the environment as possible. The overall approach we put in place includes four steps. Firstly, **REDUCE**; then what cannot be reduced **REUSE**; what cannot be reused **RECYCLE**; and lastly if cannot be reduced, reused or recycled-**OFFSET**.

TRAVEL PROCEDURES:

- ♥ Attendees/employees use public transport, walk or ride to the event where possible
- ♥ Consider public transport to the venue/event during the venue selection process to make it easy (and encourage) for patrons and those involved in the event to use public transport to the venue
- ♥ Clearly convey information about public transport on the promotional material or send out (via email) this information when people have purchased their tickets
- ♥ Schedule the event in consideration of peak travel times (less impact if faster travel)
- ♥ Reduce trucks and vehicles going to the event by pooling resources where possible
- ♥ Reduce site inspections-use local 'scouts' to obtain required information
- ♥ Events & the City staff and stall holders will be encouraged to use airlines that are carbon conscious (i.e. QANTAS, Virgin Blue) where possible, and to choose newer aircrafts and economy class which are greener options

WASTE MANAGEMENT:

- ♥ Ensure recycling is in place at the event i.e. recycling bins at entrance and exit for unwanted promotional material
- ♥ Signpost, encourage and educate stall holders/attendees on event reuse and recycling policies
- ♥ Monitor attendance numbers to ensure supply is tailored to minimise wastage
- ♥ Reduce the amount of printed promotional material- supply electronically where possible
- ♥ Buy products made from recycled material when feasible
- ♥ Prioritise and consider purchases- reuse and refurbish where possible
- ♥ Ensure that recyclable paper is used whenever possible
- ♥ Reduce use of packaging material
- ♥ Use of a Goody Bag table for promotional materials not likely to be used by patrons to a major extent
- ♥ Make arrangements with suppliers for return of unwanted/unused products i.e. from goody bag table
- ♥ Publish our commitment to the environment

POWER AND WATER SUPPLY:

- ♥ Venues which use 100% accredited Green Power will be chosen over other venues where possible
- ♥ All venues selected for Girls Night Out which do not use Green Power will be encouraged to do so in the future
- ♥ Request that toilet suppliers are using 'grey water' and correctly disposing of 'black water'.
- ♥ Ensure all equipment is switched off when not in use
- ♥ Avoid using the air conditioning in venues as much as possible, and in most instances, do not use air conditioning at all
- ♥ Appoint a staff member to be responsible for ensuring unnecessary lighting and power is turned off and reduced during 'down times'
- ♥ Ensure Girls Night Out reduces damage to grass and outdoor areas-have signs showing walkways etc

- ♥ Use energy efficient LED lighting where possible and suggest that venues do so as well
- ♥ Choose technical suppliers that are using modern technology that is energy efficient where possible

PRINTED MATERIAL AND COMMUNICATION:

- ♥ Use technology where possible through every stage of the event to reduce produced printed material
- ♥ Where printing is unavoidable, use recycled paper, vegetable ink, double sided
- ♥ Use electronic forms of communication (email etc) over printed material (letters, printed newsletters etc)
- ♥ Ensure printed signage, lanyards and decorations are generic and reusable for other events to reduce future printing.
- ♥ Print signage on biodegradable materials where possible.
- ♥ Encourage the reduction of gift bags and satchels-use shopping table concept to reduce wastage of unwanted material
- ♥ Only offer bags when attendees ask for it –make sure it is durable
- ♥ Events & the City will only print relevant material and communications related to Girls Night Out. There will be a think before printing mentality within the office.

VENUE SELECTION/REQUIREMENTS:

- ♥ Request venue develop a green policy
- ♥ Ensure venue is close/easily accessible to public transport
- ♥ Ensure venue uses as much natural resources as possible i.e. natural lighting/fresh air etc
- ♥ Ensure venue has air-conditioning that can be controlled-reduced during 'down times'
- ♥ Event planned accurately to take in to consideration expected numbers, length of days, number of rooms needed, length of event per day
- ♥ Ensure venue has waste reduction procedures as per the waste section above

TENDERING/PROCUREMENT:

- ♥ Encourage the purchase of products and raw material based on recycled content. These include toilet tissue, wood and plastic composites, packaging and containers, printer cartridges, officer paper and stationery supplies.
- ♥ Encourage the purchase of refurbished, recycled and reconditioned products-saves money and will support the recycling industry and the development of new markets for recycled products.

Events & the City is committed to delivering the hottest events, best entertainment, city life, products and services to the people of Australia, and to providing a strong link between the fashion & beauty industry and the public. However, Events & the City also remains conscious of our responsibility to the environment therefore we strive to achieve environmental sustainability by continuously reviewing our procedures and reducing our environmental footprint.