Sustainable events checklist

Event objectives
Having a clear purpose and objectives for outcomes will help you in making decisions which will impact on how sustainable your event will be.

Location
Consider the location for your event. Is a physical venue necessary and is it accessible for intended attendees? Can you achieve your objectives through a virtual or hybrid event?

Timing of event
Host the event at a time that is inclusive to attendees and time it with consideration for sustainable travel options.

Food
If providing food, consider where it is sourced and can you implement ways to reduce food waste such as collating dietary requirements in advance and RSVP to order just what you need.

FIND MORE DETAIL IN THE
SUSTAINABLE EVENTS GUIDELINES
← SCAN ME

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ACCESSIBLE AND SUSTAINABLE EVENTS.

Planning inclusive events that don't cost the earth.

Accessible events guide

Simple steps to make your events more accessible.

Designing an event

Think about possible access needs of your audience, and consult your target group.

Prepare signposting and clear labelling: eg access routes, food allergens.

Make use of microphones and services such as OtterAI for closed captions.

Provide large print or audio formats of text content where necessary.

Factor in breaks, and communicate about the structure of the event at the start.

Questions?
For more advice and information,
email: events@kent.ac.uk

MORE ON ACCESSIBILITY AT KENT
← SCAN ME

Delivering an event

Before the event – communications

Find and share access information: kent.ac.uk/maps	Give travel and parking information with directions.
Provide detailed info about what to expect from the event itself.	Check accessibility of promotional content and booking method.
Consider sending out slides and other info that will be shared.	Provide more than one way for attendees to communicate with you.
Ask attendees about what would help them to participate fully.	Brief staff on access arrangements so they communicate cearly.

During the event

- Ensure space to move and manoeuvre.
- Brief teams staffing the event on arrangements.
- Check that planned adaptations are working (captions, microphones, automatic doors).
- Prepare to adapt/respond/adjust as needed.

After the event

- Share resources and videos from the event.
- Provide an opportunity for feedback.