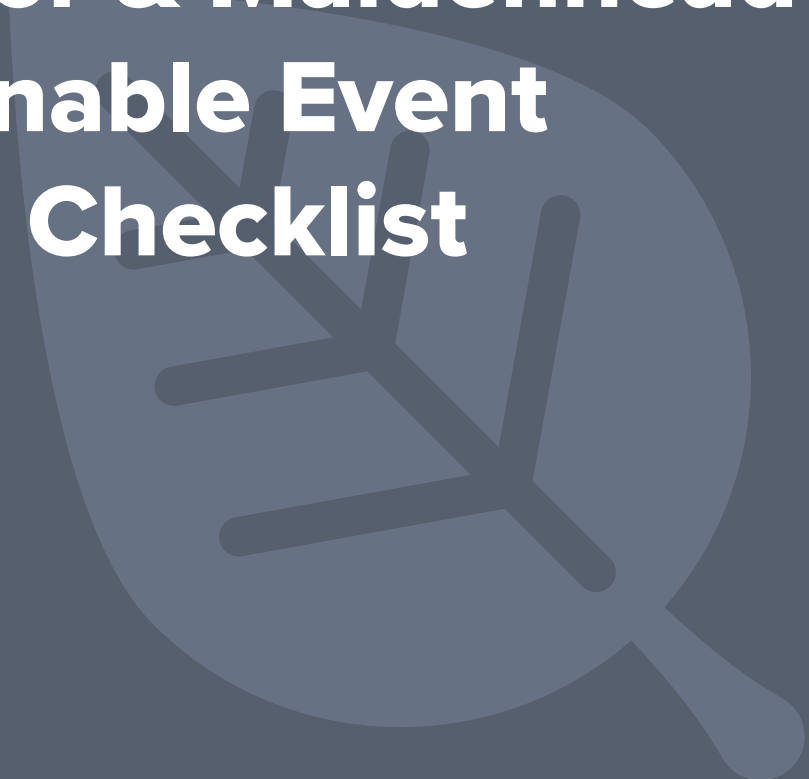


# Royal Borough of Windsor & Maidenhead Sustainable Event Award Checklist





[www.rbwm.gov.uk](http://www.rbwm.gov.uk)



Royal Borough  
of Windsor &  
Maidenhead



# Main Checklist

Focus	Bronze 	Silver 	Gold 
<b>Increase Recycling</b>	Separate waste bins for general waste and mixed recycling are available for both staff and attendees.	Separate waste bins for general waste and mixed recycling are available for both staff and attendees.  Signs are placed on/around bins to encourage recycling to staff and attendees.	Waste bins for staff and attendees are categorised into at least 3 types (such as general waste, plastic, glass) to accommodate expected waste streams.  Signs are placed on/around bins to encourage recycling to staff and attendees.
<b>Eliminate Hand Outs and Single-Use Drink Containers</b>	Ensure that any single-use drinks containers that are supplied have an available recycling stream that can manage this type of waste.  Print hand-outs on recycled paper.	Single use drinks containers are eliminated from the event and reusable glasses/mugs are provided.  Print hand-outs on recycled paper.	Single use drinks containers are eliminated from the event and reusable glasses/mugs are provided.  Eliminate hand outs where possible, with the exception of essential hand outs such as signs and QR codes.  Event organisers highlight the reasoning for avoiding single-use drink containers and handouts to attendees.
<b>Promotion of Active Travel</b>	Communications highlight low-emission travel options for attendees, including details on cycle parking and public transport routes, along with car parking information.	Communications exclusively promote low-emission travel options for attendees, providing full details on cycle parking and public transport routes.	Communications exclusively promote low-emission travel options for attendees, providing full details on cycle parking and public transport routes.  Rewards are offered for attendees who choose low-emissions travel e.g. gift tokens, free drinks, exclusive area access etc.

# Optional Catering

Subject	Bronze 	Silver 	Gold 
<b>Plant Based Menus</b>	Menus are designed to have an equal balance of meat and vegan/ plant based options.	Menus are designed to have a greater proportion of plant based/ vegan options than meat options.	Menus are designed to be 100% plant based/vegan.
<b>Donating Surplus Food</b>	Ensure food waste bins are on-site and can be used by staff and attendees.	Ensure food waste bins are on-site and can be used by staff and attendees.  Before the event, a plan has been put in place to allow staff/attendees to take away surplus food, or donate to a food redistribution organisation.	Ensure food waste bins are on-site and can be used by staff and attendees.  Before the event, a plan has been put in place to allow staff/attendees to take away surplus food, or donate to a food redistribution organisation.  Information is provided of the importance of minimising food waste (e.g. only eat what you think you will eat etc.)