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In line with the “ISO-20121” guidelines we have introduced a series of practices and commitments to ensure we work to create a more sustainable future focusing on reducing our carbon footprint and waste: -

REDUCE WASTE

- **Add value.** Any gift, or personalisation must be desirable as a keepsake, or multi-functional and not a fleeting item of novelty.
- **Be accurate.** Minimise contingency supply of food and supplies working on final guest numbers.
- **Blanket ban.** The use of any single-use plastic items, notably water bottles.
- **Boost technology.** Offer improved creativity within digital and hybrid events to maintain their appeal post pandemic.
- **Reserve power.** Ensure generators are the correct size only.
- **Be mindful.** Sustainable suppliers of not just food but all event set & design. Use local suppliers, particularly for heavy items.

RECYCLE

- **Follow through.** Ensuring not just the purchase of recyclable materials where possible, but the correct sorting and disposal of them.
- **Re-purpose.** Shredded office paper used for packaging at events.

RE-USE

- **Store.** Store set items for multiple use or give to a fellow supplier to re-use.
- **Avoid disposals.** Re-use packaging, and crew’s onsite water bottles and coffee cups.
- **Donate.** Agree excess food and post event florals will be managed, and/or donated to charity or local care homes.

WORK TOGETHER

- **Integrate sustainability.** Flag options to the client for their consideration, from the start of the planning process.
- **Collaborate.** Work with suppliers and experts who share our values and look further than simply greenwashing.
- **Train.** All staff & event crew made aware of required protocols at each event.
- **Adapt.** Address each event individually. E.g., Offsetting carbon emissions for an event where a lot of travel may be concerned. Whilst a two-day event may need to consider more localised environmental impact.
- **Learn.** Share and be open to creative ideas. A bar company showed us how they flatpack all empty boxes to repurpose as floor levellers and protection under and behind bars at events.
- **Assess.** We will review our approach annually and implement new measures and ideas as they arise.

Reviewed: September 2020