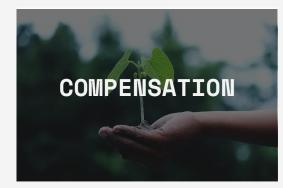
LIWLIG<sup>®</sup> // TAPAUS EVENTYR NINEYARDS

## MINIMUM REQUIREMENTS FOR SUSTAINABILITY WORK

#### TAPAUS

# 4 SUSTAINABLE STEPS



Calculate & sell the compensation.

ALWAYS remember to pay the compensation.

#### LESS IS MORE



Make sustainable choices throughout the project -Reduce emissions; Challenge your colleagues & clients ideas.

Less electricity, less physical objects and purcharges, less travelling. More experiences, shared moments and memories created. Less knick knacks, swag, giveaways and merch.

# PLAN FURTHER

Always have a plan where everything ends up **after the event**.

Refuse, reduce, reuse, recycle & let rot → biodegradable if one time use only!

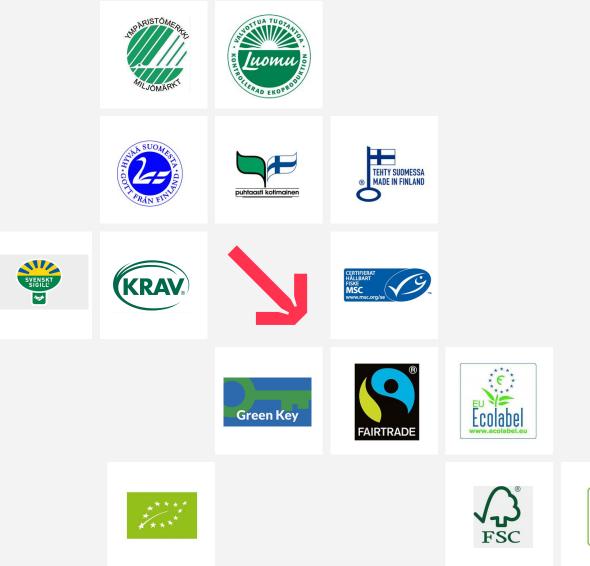
#### INVOLVE THE SUPPLIERS

Involve the suppliers - use evaluated suppliers, ask for options and better solutions.

**Everything** can be produced better. Minimum requirement: Ask if there would be a more sustainable option for your order.



## THE LABELLED & CERTIFIED OPTIONS



94

PEFC



#### BUDGET

Make sure, that the calculation has been done

• If not, make it, add to budget and discuss adding with client

## TRANSPORTATION

- Offer communal transportations & seek options for flying
- Ask for electricity or bio fueled powered transportation methods for people and goods

#### Tips:

- Offer train transportation instead of buses, plan the event so that longer time spent on a train etc. could be used to tune in to the upcoming event: i.e. video of the seminar intro etc.
- Use the return trip to fill up a survey or an easy quiz etc.



### CATERING

#### Here you can always do better!

- Local supplier
- Vegetarian food
- Rescued products
- Minimising food waste
- Biologically grown products
- Fairtrade
- Seasonal products
- Local produced and grown
- Boxed wine instead of bottles
- Tap water instead of bottled water
- Search for the options for donating & recycling for the catering leftovers

#### Tips:

- Remember to inform if the tap water is drinkable -Finland & Sweden have the best water in the world! Also mark water machines with "DRINKABLE" signs
- Craft beer might sound sustainable but, actually takes a lot more energy and water to produce than factory made





## ACCOMMODATION

- Choose "better choice-hotels" and communicate it in the selling phase
- Check the possibility of skipping a cleaning of the room
- The skipped cleaning could also be for the benefit of donating money to a foundation (if we can book it in advance the hotel might lower the price on the room and the same value can be donated after the event).





### LOCATION

Adjust the location after the needs for the event

- Accessibility
- Climate emissions
  - Easy to access with train, public transport, bike, walking?
  - Renewable energy?
- Environmental impact
  - Is the location well adjusted for the needs of the event? (or do we need to transport and build everything from scratch?)
  - Will the preparation, the event, the post work have an environmental impact on the landscape/nature? (Are there better places that will serve the needs better).
  - Can we or anyone related to the event re-use or recycle any material or product from the event?



7



# PRINTS & PRODUCTION

- Use our trusted partner, who know to offer us better choices
  - Framme, Grano, PunaMusta
- Climate emissions
  - Minimise the amount of prints and if needed prolong the usage of it by excluding dates and name of events.
  - No plastic disposable products (unless they are saved from been thrown away)
  - Design and scenography can it be re-used?



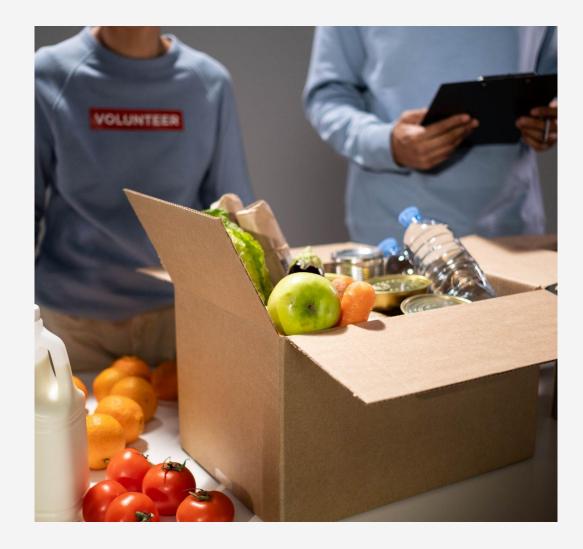


## BOUGHT ACCESSORIES

- Whatever we purchase, might it be sleeping bags of markers or crockery - always make a plan where it can be donated / reused after the event.
- If you find it hard to come up with a place to donate / recycle / reuse, please ask your colleagues for hints. As a last resource, you might be able to return the products to where it came from

#### Tips:

- Churches & homeless shelters can take in food donations
- The Recycling centers take in MULTIPLE items → YOU
  CAN ALSO RENT from recycling center
- Schools & Daycare love arts & crafts supplies
- Can some of the banderolls be used as bags / small pouches etc.? <u>Tuunaajamutsi</u>, <u>GlobeHope</u>, <u>Retuna</u>





## COMMUNICATION

- Involve the guests give options, inform the difference in their choices (Ie. you can choose vegetarian option just today for the environment → you will change xxx amount of CO2 emissions)
- Always communicate the sustainability work of the event and/or facts, what can you do to contribute etc (from registration through the event and follow up).
- Always communicate what's relevant about our sustainability work (Co2e, CSR, UN GC etc) in the selling phase "of us as a bureau"
- In selling phase Always communicate our main focuses in projects/events, compensation (why/How/What) and a few solutions as well a couple of keys in communicating/nudging

