



# SUSTAINABLE EVENTS GUIDE

PRODUCTION  
**SUPPLIERS**



MANCHESTER  
CITY COUNCIL

Julie's Bicycle

CREATIVE • CLIMATE • ACTION





01

## INTRODUCTION

Manchester City Council's commitment to sustainable events

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02

## ABOUT **THIS GUIDE**

Providing you with the inspiration to plan and provide production materials sustainably

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03

## YOUR **CHECKLIST**

What you are doing or can do for this event.

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04

## USEFUL **RESOURCES**

Guides and websites to plan your next sustainable outdoor event.

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### *GUIDES ARE ALSO AVAILABLE FOR:*

Events in Indoor Venues  
Major Outdoor Events  
Food and Drink Traders  
Small Outdoor Events  
Community Events  
Waste & Cleansing



# 01

## INTRODUCTION

Manchester City Council is committed to ensuring that the events we organise, support and host contribute to making Manchester a thriving, progressive and attractive city and to the economic, social and environmental well-being of our city. Information on the council's sustainable events commitment and initiatives, as well as the range of sustainable event guides available for event organisers, suppliers, service providers and venues is available on our Sustainable Events webpage.

Of the three strands of impact, the environmental aspect deserves particular emphasis given that climate change is one of the most urgent issues facing us today and leaves no corner of the planet untouched. It is clear from the increasing floods, wildfires and other weather related disasters that the effects are taking place right now.

In response to this global issue, in 2018 Manchester set the ambitious target of becoming a zero carbon city by 2038.

As a production company for our events, you can make a difference in helping to make this happen in particular by:

- using reclaimed, reused, sustainable sourced and low impact materials
- designing for reuse and recycling
- using less energy or more energy efficient equipment
- working to reduce travel and transport impacts
- providing fair pay and contracts



# ABOUT THIS GUIDE

This guide aims to provide you with inspiration on the kind of actions you can take as regards:

- what you are already doing on sustainability for specific events and
- what you can commit to doing on sustainability for specific events
- what you are already doing on sustainability overall as a business

It is split into sections and it may be that you concentrate on one area to begin with (e.g. travel) then the following year you broaden your aims to other areas (e.g. energy and food & drink). It's your guide to use as best suits you and your event as you work towards leaving the most positive impact in your involvement in events.

Whilst this guide is intended as a checklist and inspiration for you, we'd love you to use this opportunity to tell us more about what you are doing or plan to do, please complete and return this form to [sustainable-events@manchester.gov.uk](mailto:sustainable-events@manchester.gov.uk). We're keen to know where good ideas can be shared or where more support is needed. Please use the 'How' column to record a few details (don't just tick the boxes). This is helpful for sharing knowledge within your organisation, to us and to other organisations who can learn from you.

## It's not easy but it'll be worth it

We know that managing an event in an environmentally sustainable way can be a challenge. The pop-up nature of events makes them vulnerable to the global culture of disposability and waste that happens in daily life, but which is having devastating impacts on our planet. The often short timescale of events can also present difficulties around finding ways to reduce negative environmental impacts.

Sometimes there might be an initially high cost to providing a lower impact solution (like reusables instead of disposables) but over time you will see reduced costs as you shouldn't have to buy as many (throwaway) items.

We don't have all the answers but we're working to find out more about how to reduce the negative impacts of events, including those we deliver ourselves, so please do keep in touch with us and we'll continue to learn and improve together.

**Note:** this guide goes beyond obligations which you may already have under law, license or contract, e.g. disposing of waste within the law, respecting noise limits, complying with health and safety standards.

There are free online tools to help you monitor the environmental impact – see resources section of this guide.

03

05

## EVENT DETAILS



Name of event \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Location of event \_\_\_\_\_

Your role \_\_\_\_\_

Organisation name \_\_\_\_\_

Your name \_\_\_\_\_

Your email \_\_\_\_\_

Your phone number \_\_\_\_\_



# WHAT YOU ARE DOING OR CAN DO FOR THIS EVENT

## MATERIALS & WASTE

	N/A	Already doing		Commit to do	How
	Yes	No	If yes, do we need to improve?		
 Source equipment and products that will lower energy usage, e.g. low energy lighting					
Use reusable consumables where possible, e.g. rechargeable batteries					
Reuse and recycle materials, equipment internally within own productions, through commercial services or agreements with other production companies/charities					
Use hired, borrowed, reclaimed or recycled materials, fabrics etc. rather than virgin materials					
Use sustainably sourced wood e.g. Forestry Stewardship Council (FSC) certified					

06



	N/A	Already doing			Commit to do	How
	Yes	No	If yes, do we need to improve?			
Use low-impact materials e.g. non-PVC materials, zero or low Volatile Organic Compounds (VOCs) adhesives, water-based and low VOC paints						
Tell the event organiser what we do on reducing, reusing, recycling and responsibly disposing of our waste						
If a bespoke design of an item (temporary structures, stands, stages etc) is required, ie not possible to hire – design for ease, reuse and recycling of, e.g. using standard size, easily dismantled constructions						
Further comments						

# ENERGY



08

	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Provide information on event equipment, power ratings, time periods for intended use etc. to help the event organiser/temporary power provider accurately determine power demand and size of generators						
If hiring temporary power – choose low or zero carbon power sources, e.g. hybrid or biodiesel generators						
Use less lighting – rely on design rather than quantity to achieve results						
Use energy-efficient equipment e.g. LEDs, tungsten rather than discharge lights, active PAs, low wattage amps						
Put a switch off procedure in place for lighting and equipment not in use						
Further comments						



# TRAVEL & TRANSPORT



	N/A	Already doing		Commit to do	How
	Yes	No	If yes, do we need to improve?		
Provide or promote low or zero carbon travel options to event staff e.g. public transport, car/lift sharing					
Optimise planning of delivery and collection times and routes to minimise transport impacts, congestion and noise nuisance					
Use low emission vehicles					
Choose transport or logistics companies which can demonstrate their sustainability credentials					
Further comments					

# LOCAL BUSINESS & COMMUNITIES

10



	N/A	Already doing		If yes, do we need to improve?	Commit to do	How
		Yes	No			
Choose local businesses for suppliers						
Support community groups with events – could be through price for services and / or capacity building						
Provide employment, volunteering or learning development opportunities for local people and communities						
Further comments						



# WORK



	N/A	Already doing			Commit to do	How
		Yes	No	If yes, do we need to improve?		
Pay at least the Manchester Living Wage to those we employ and contract directly for this event						
Choose suppliers which pay at least the Manchester Living Wage						
Avoid zero-hour contracts for those we employ and contract directly						
Choose suppliers which avoid zero-hour contracts						
Further comments						

# WHAT YOU ARE DOING AS AN ORGANISATION

## POLICY & PRACTICE



12

	Yes	No	N/A	How
We have a sustainability or environmental policy – if so please provide				
We track our environmental impacts as a business on at least an annual basis				
We have received sustainability awards and/or have up-to-date sustainability certifications – if so please let us know which ones  <b>Idea</b> We have signed up to the <a href="#">Green Business Pledge</a> or we have advised our suppliers to sign up to the pledge				
We actively support specific community projects or charities – if so please let us know which ones				
We pay at least the Manchester Living Wage to everyone we employ and contract directly				
We require suppliers and contractors to pay at least the Manchester Living Wage				
We do not use zero hours contracts for the people we employ and contract directly				
We avoid suppliers who use zero hours contracts				



# USEFUL GUIDES & WEBSITES

## Energy

Powerful Thinking [Guide to Smart Energy for Festivals and Events](#)

Powerful Thinking [What to Ask Your Energy Supplier Factsheet](#)

## Production

Julie's Bicycle [Production and Exhibitions Guide](#)

## Travel & Transport

Julie's Bicycle [Business Travel, Commuting and Delivery Services Guide](#)

## Suppliers

Julie's Bicycle [Sustainable Procurement Guide](#)  
[Scenery Salvage](#)



## CARBON FOOTPRINT TOOLS

Powerful Thinking **festive fuel tool**

**Julie's Bicycle's CG Tool** to understand the environmental impacts of cultural buildings, offices, outdoor events, tours, and productions



# SPECIAL THANKS

## Julie's Bicycle

CREATIVE • CLIMATE • ACTION

Special thanks to Julie's Bicycle for the extensive work carried out in producing this guide.

Julie's Bicycle is a charity with 11 years' experience supporting the creative community across the UK to take direct action on climate change and the environment.

Julie's Bicycle is an internationally recognised expert in the field of creative industries and climate action and has trail-blazed the methodologies, resources and research, narratives, and values to ensure a rapid and just transition for a new green creative economy.



[manchester.gov.uk](https://manchester.gov.uk)