**Plastic Free Events/Markets Policy Template**

(For the use of Make the Switch Byron member events/markets)

*(A policy helps clarify to your team and stakeholders what you're trying to achieve and outlines everything clearly so there is no misunderstanding. The aim of this document is to provide to you some suggested wording which you can pick, choose and alter to suit your event. This document can form a standalone policy or be included in your existing policy under the relevant section).*

**Purpose/Explanation**

To ensure that plastic free principles are applied to the planning, management and implementation of the [EVENT/MARKETS], within the scope of this Policy.

[EVENT/MARKETS ORGANISER] is committed to:

1. Reducing [EVENT/MARKETS]’s plastic footprint by applying the following plastic free principals into event planning, communication, purchasing/procurement of goods and services, management and implementation.
   1. Reusable or compostable packaging and foodware will be used for all food and drink supplied or sold at the event (except drink containers – see b. below). A zero tolerance approach is taken and vendors who do not comply will forfeit their place at the event. *(This last inclusion is particularly if you plan to compost, it may seem harsh but one vendor not complying can contaminate the whole compost stream).*
   2. Single-use plastic water bottles are banned from being sold or provided at the event and an alternative water source will be provided.
   3. Other single-use drink containers sold or provided at the event (e.g. soft drink, juice etc) will be captured as close to 100% as possible to avoid excess waste. Sufficient recycling facilities and adequate signage will be provided.
   4. No plastic carry or barrier bags will be sold or provided to event patrons. This ban covers any thickness of bag and includes degradable and biodegradable/compostable bags. This ban includes carry bags with or without handles.
   5. Soft plastic wrapping sold or provided to event patrons will be eliminated where possible. Vendors who wish to use soft plastic wrap must discuss this with event organisers. *(You will find that many vendors will default to this option so they do not have to take action, be careful of this. This inclusion is to manage this process).* Where soft plastic wrap is deemed to be unavoidable (e.g in the case of prepacked goods where the supplier does not provide another option), signage or other materials will be provided to the vendor by the event organiser to offer patrons information about recycling options.
   6. Helium balloons are banned from the event

OR *(delete as appropriate)*

Balloons (helium and regular) are banned from the event.

* 1. Plastic based glitter, glitter paint and confetti (this includes biodegradable plastic and bioplastic) are banned from the event.
  2. A communications plan will be implemented about plastic free principals to ensure an informed and aware staff, vendors, and public and to encourage their participation.

1. Applying the following zero waste principals outlined by this Policy into event planning, communication, purchasing/procurement of goods and services, management and implementation.
2. A source-separated 3-bin waste collection system that incorporates a composting stream (food & packaging) with materials sent to the correct processing facility.
3. The setting up of a collection under the Container Refund Scheme.
4. Supply chain control of back of-house disposable plastic items and packaging used or supplied on site, with the aim to
   1. a) minimise its use, and
   2. b) manage it so it does not contaminate the composting/recycling stream.

**Product Procurement**

This Policy allows for the provision of a preferred suppliers list for alternative products. [EVENT ORGANISER] will, for the purpose of delivering on this Policy, make available a preferred suppliers list which can be utilised by staff/vendors to purchase products/materials for the event/market within the scope of this Policy. (*It is very easy for vendors to source inappropriate packaging. If left to their own devices vendors are likely to source the cheapest ‘eco’ products, which may not be compostable. This inclusion is here to allow you to control the supply chain, especially relevant if you plan to compost*).

OR *(delete as appropriate)*

This Policy allows for the procurement and supply of preferred alternative products to vendors. [EVENT ORGANISER] will, for the purpose of delivering on this Policy, purchase preferred alternative products and provide or on-sell them to staff/vendors for the event/market within the scope of this Policy.

*(You can talk to us about achieving either of these policy inclusions)*

**Event Management Requirements and Considerations**

Plastic free and Zero waste principles should be considered and demonstrated during:

* Pre-event planning - to incorporate into event planning, contract management, procurement and promotion prior to the event.
* Event set up (bump in and bump out).
* Event implementation - delivering and managing the planned activities during the event, and monitoring to ensure compliance with the Policy.

Under this Policy, relevant staff responsible for the planning and implementation of the event must complete the **Plastic Free Events Checklist**. The Plastic Free Events Checklist must demonstrate that the mandatory inclusions shown in this Policy have been implemented, where possible.

The Event Organiser will be responsible for ensuring that [EVENT/MARKETS]’s vendors comply with the mandatory inclusions shown in this Policy.

All relevant staff responsible for planning, managing and implementing components of [EVENT/MARKET] must be aware of and adhere to this Policy. The Policy is to be communicated to [EVENT/MARKETS]’s staff via internal communication channels and incorporated into the staff induction process.

**Review**

This Policy will be reviewed regularly and updated in line with best management practices.

***Acknowledgment***

*This policy was adapted from Climate Wave Enterprises Sustainable Event Management Policy*