**Sustainability during Orientation**

***A guide for stall holders***

We are extremely grateful to you for hosting a stall in our upcoming University of Melbourne Orientation events. We are striving to make this an environmentally conscious event to meet the targets of our [**Sustainability Plan for 2030**](https://about.unimelb.edu.au/__data/assets/pdf_file/0020/346214/Sustainability-Plan-2030.pdf)and so we kindly request your cooperation in reducing your carbon footprint where possible. Some sustainability guidelines/suggestions have been provided below.

**Signage and Paper Waste**

* *Go paperless and avoid single-use banners or signage.* Avoid printing anything where possible. If there’s signage that you absolutely cannot avoid being on paper, exclude times or dates so that you can reuse them at your next event and do not laminate as this then can’t be recycled and must go into landfill.
* *Ditch the sign-in sheets.* Use [**Qualtrics**](https://www.qualtrics.com/au/) (online mobile-friendly survey platform supported by UniMelb), SurveyMonkey, or Eventbrite to record attendance, registrations, or sign-ups.
* Use QR codes (use [this platform](https://www.the-qrcode-generator.com/) to create dynamic QR codes) and [Linktree](https://linktr.ee/) to share information instead of pamphlets or brochures.
* If nametags or tokens/vouchers cannot be avoided, purchase [**seeded paper**](https://papergoround.com.au/) **name tags**. Students or customers can plant these in their gardens/pots to grow native plants and it’s a great, inexpensive gift to take home.

**Responsible Branding**

* Prioritise using environmentally friendly printing techniques for branding materials.
* Choose ink and materials that are non-toxic and have minimal environmental impact.
* Consider displaying your commitment to sustainability by showcasing relevant certifications or green initiatives.

**Freebies/Giveaways/Prizes**

* Make sure freebies are useful, reusable, and not excessively packed and not individually wrapped.
* [**Uni-branded reusable items**](https://sustainablecampus.unimelb.edu.au/reduce-reuse-recycle/order-items) (KeepCups and water bottles) are available from the Sustainability Team at wholesale prices for you to give away.
* Give away zero-waste food, like [**stamped vegan cookies**](https://www.evagreen.com.au/) or [**fruit**](https://goodandfugly.com.au/). Work with your suppliers to ensure that giveaways and food do not come with excess packaging.
* Other giveaway ideas include plants, [**pots**](https://www.bunnings.com.au/search/products?q=indigenous+pot&sort=BoostOrder&page=1), [**chocolate**](https://pana-organic.com/), [**reusable items**](https://goforzero.com.au/), [**herb gardens**](https://www.floraandfauna.com.au/urban-greens-mini-garden-kale-white?gclid=CjwKCAiApvebBhAvEiwAe7mHSCQwWI_eA1Ux5Af_1K0Ugr9CHqV2Af372mMq1gg_mk1t780PKjVUIRoCKI4QAvD_BwE&gclsrc=aw.ds), [**soaps**](https://warndu.com/products/handmade-botanical-soaps-by-the-nagula-jarndu-saltwater-woman?_pos=1&_sid=b6f689ba3&_ss=r), vouchers, or [**ethical wine**](https://thehiddensea.com.au/). Prioritise low-waste, vegan, and locally and ethically produced (eg. fairtrade) items.
* If you’re giving away free coffee, make it a condition that students or customers use a KeepCup or borrow a (FREE) [**Green Caffeen**](https://sustainablecampus.unimelb.edu.au/reduce-reuse-recycle/green-caffeen) cup (this is the Uni’s cup swap program). You can work with the retailers in order to enforce this. The Sustainability Team also has a stamp to imprint on any coffee vouchers that you are giving out that states that it can only be redeemed with a reusable cup or using Green Caffeen.

**Decorations and Eco-friendly Booth Set-up**

* *Say no to balloons!* Try [**bunting**](https://greenyourevent.com.au/collections/all-decorations-1/products/copy-of-silver-grey-4m-honeycomb-bunting), flowers or plants.
* Items can be borrowed from the University’s [equipment hire](https://unimelb.support/) or purchased secondhand from Facebook Marketplace.
* Opt for reusable and recylable materials for booth displays.

**Catering**

* Choose food items that people can easily pick up but without the packaging! This includes fresh fruit ([Good&Fugly](https://goodandfugly.com.au/)) and customisable vegan cookies ([Evagreen](https://www.evagreen.com.au/)) made from a local bakery
* If you want to offer lollies, don’t buy them individually wrapped, instead buy them in a loosely packed bulk bag and distribute them into paper bags.

**Carbon Offsets**

Contact the Sustainability Team to discuss calculating the emissions of your events or materials procurement to offset them. We encourage reducing emissions at the source before offsetting.

**Promote Sustainability at Unimelb:** Refer to our [**communications pack**](https://unimelbcloud.sharepoint.com/:w:/r/teams/Sustainability/Shared%20Documents/General/Engagement%20%26%20Communications/Orientation/2024%20Sem%201/Sustainability%20@%20Unimelb%20-%20Orientation%20comms%20pack.docx?d=w91dcd775e3254497a786f16d58659c89&csf=1&web=1&e=u1G48i) ready to send to students.

**More resources:** [Sustainable Events Guide, checklists and resources](https://sustainablecampus.unimelb.edu.au/get-involved/sustainable-events)

***Be recognised for prioritising sustainability!***

Receive recognition for running a sustainable event if you are a Unimelb staff team or student club through [**Green Impact**](https://sustainablecampus.unimelb.edu.au/get-involved/greenimpact) by signing up your team and completing actions within the program around sustainable events. We commend sustainability efforts through our **annual reporting** and **Awards Ceremony.** You can fill in this [expression of interest form](https://melbourneuni.au1.qualtrics.com/jfe/form/SV_bkdC67ifGPJnrKe) for the 2024 program and submit your photos and evidence from orientation when it re-launches.

**The Sustainability Team are here to support you!**

Please don’t hesitate to email Adele Roeder (Green Impact Engagement Officer – [a.roeder@unimelb.edu.au](mailto:a.roeder@unimelb.edu.au)) with any queries, or requests for further support or resources.