



Zero-Waste Event Planning Checklist

Use this checklist to plan your next sustainable wedding, corporate event, or private function in Victoria. Follow these steps to reduce waste, support local producers, and create an unforgettable, environmentally responsible event.



Pre-Event Planning

- Confirm guest numbers and dietary requirements early
- Choose event format: seated, cocktail, grazing, buffet
- Set clear sustainability goals (e.g., reduce food waste, minimise packaging)
- Identify eco-friendly venues that support recycling and composting
- Select suppliers and partners aligned with ethical and sustainable practices



Menu Planning

- Design menus around seasonal Victorian produce
- Include plant-forward options (vegetarian & vegan) to reduce environmental impact
- Plan portions carefully to avoid surplus food
- Prepare alternative dishes for dietary requirements (gluten-free, nut-free, etc.)
- Consider menu flexibility for last-minute changes



Serveware & Event Operations

- Use reusable crockery, cutlery, and glassware wherever possible
- Opt for compostable or biodegradable packaging when disposables are necessary
- Set up clearly labelled waste stations (recycling, compost, landfill)
- Ensure staff are trained on zero-waste procedures
- Check that venue facilities can handle waste sorting



Venue & Supplier Coordination

- Confirm that all suppliers support sustainable practices
- Ensure venues support recycling and composting infrastructure
- Schedule deliveries and transport efficiently to reduce carbon emissions
- Align with partner teams (e.g., Peter Rowland Group) to maintain sustainable standards
- Verify backup plans for inclement weather or unexpected changes



Event Execution

- Monitor waste bins throughout the event to ensure proper sorting
- Track leftover food for donation or composting
- Use signage to guide guests on waste separation
- Document set-up and service for future reference and improvement
- Encourage staff and vendors to follow sustainable procedures consistently



Post-Event Review

- Calculate waste reduction achieved (food, packaging, energy)
- Review supplier and venue performance against sustainability goals
- Identify areas for improvement for future events
- Update your internal checklist based on lessons learned
- Celebrate successes and share positive outcomes with guests, team, and partners

For expert sustainable catering support at your next event, contact the Peter Rowland Group for personalised guidance.

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