



5. Environmental report template

Template for environmental report with review of environmental aspects. Short description of the environmental aspect areas relevant to the event.

The event
Short description of the event
Premises/area
Short description of where the event is to be held
What environmental legislation and possible duty to notify or obtain licence are relevant to the event
<ul style="list-style-type: none">- Use of land area- Noise/sound levels- Licence to serve alcohol- Sale of food, licence, hygiene requirements- Treatment of waste/any hazardous waste- Toilets, hygiene- Safety
Assignment of responsibility
Name and contact details of person environmentally responsible Area of responsibility, name and contact details of other key personnel
Use of energy
Power consumption: <ul style="list-style-type: none">- Included in booked premises or own subscription- Electricity from renewable sources? Estimated energy consumption: <ul style="list-style-type: none">- Only normal indoor consumption, normal lighting and IT- Electrical equipment other than normal lighting- Energy-consuming equipment used for lighting, sound, heating etc.- Mobile power generators used, number, type of fuel- Mobile heating plants, gas, infra-red heating, heating fans etc.
Own transport
<ul style="list-style-type: none">- Cycle- Own vehicles- Leased vehicles- Environmental vehicles/renewable fuel
Contractors' transport
<ul style="list-style-type: none">- Possibility of making demands on contractors'/sub-contractors' use of vehicles
Visitors' transport
<ul style="list-style-type: none">- Possibility of loaned cycle- Possibility of using public transport- Possibility of collaborating with, for example, SJ and local traffic companies



- Possibility of informing visitors of coordinated solutions, e.g. via website
Sub-contractors
- Suppliers of goods and services - Technology - Establishing - Security - Restaurateurs - Hotels, hostels etc.
Food
- Environmental requirements, organic, vegetarian, locally produced etc. - Conference – lunch, dinner, coffee, fruit - Restaurant proprietor, selling to visitors - Restaurant proprietor, own staff and artists
Waste
- What categories of waste are expected and what volumes - Possibility of sorting disposable material with restaurant proprietors for recycling (plates, mugs, cutlery etc.) - Any hazardous waste that may arise - Agreement, refuse disposal contractors