Step 2 | Formulating Circularity-minded Event Policy

Formulating a circularity-minded event policy is crucial for you as an event organiser to demonstrate your event's dedication on resource circularity and expectations on the internal and external stakeholders' sustainable resource management practices. This part provides you with an event-level policy template that you can work on. At the minimum, it provides you with the framework and vocabulary of how to structure the content and express circularity concerns, respectively, in a policy.

[Last edited date]

[Name of the event organiser]
[Name of the event]
Circular Event Policy

Policy Statement
With the event goal(s) of [insert goals set in Step 1], [Name of the event organiser] is committed to practicing resource circularity in preparing and running [Name of the event].

This Circular Event Policy (The Policy) sets out an overall approach for promoting the event's circularity performance and expectations on our employees as well as value chain partners. The Policy emphasises the application of the 9R framework of circular economy in the event, (*[include if applicable]* alongside the guiding framework of BS 8001 Circular Economy).

Scope
The Policy applies to all the value chain partners of [Name of the event], including *[select as appropriate]* our employees, suppliers, subcontractors, venue providers, exhibitors, sponsors, and delegates. It covers all stages of this event, from planning and execution to evaluation and other decision-making processes.

Principles
[Name of the event organiser] is aware that promoting resource circularity in events necessitates collaborations with value chain partners. In line with the 9R Framework of circular economy, [Name of the event organiser] would, as far as practicable, devise an action plan for refusing,

rethinking, reducing, reusing, repairing, refurbishing, remanufacturing, repurposing, recycling, and recovering resources with the value chain partners to design out waste and promote resource circularity practices. Other relevant guidance, (*[include if applicable]* – including BS 8001 Circular Economy), would be taken into consideration to maximise the circularity potential of this event.

Circular Event Objectives

[Name of the event organiser] strives to operationalise the above goals and principles with the following objectives:
[Select those applicable, or create your own]

- To design event setups and structures that can be reused for future events
- To promote the use of rental services or sharing platforms for event equipment, furniture, and props
- To implement comprehensive waste management practices that prioritise waste reduction
- To encourage the use of recycling and composting systems to divert waste from landfills
- To prioritise suppliers, sponsors, venue providers and exhibitors that share the same vision with track record on resource circularity in events
- To establish partnerships with local charities or organisations to donate leftover food, event materials, or unused items to reduce waste and support community initiatives
- To train suppliers, sponsors and exhibitors to positively contribute to the event's circularity direction
- To explore creative ways to repurpose event materials and decorations

- To work closely with suppliers and stakeholders across the entire value chain to minimise the environmental impact of products and services throughout their lifecycle
- To monitor and report the event's resource circularity performance (against targets established) for continuous improvement
- _____

Review and Revision

[Name of the event organiser] will review this policy regularly at different stages of this event. The content is subject to enhancement on a need basis. Relevant stakeholders will be engaged before and after the change to ensure effective implementation of the policy.

Next Steps

Now that you have a circular event policy, you can circulate it internally and when liaising with value chain partners to keep everyone on the same page. If your company organises a number of events in a year or operates an event organising business, rather than making a policy every time you have an event, you can save time by generalising some of the descriptions in this policy on an organisational level. You can refer to the links below for reference:

- **IAIA Sustainability Event Management Policy**
- **GL events Event Sustainability Development Policy**

After setting the tone for the event, you can start considering how to meet the event goals and objectives established, with the aid of the next step.