

Caterers

Good **morning/afternoon**,
I would like to place a catering order for a **[EVENT TYPE]**.
Please find the event details below:

Event title:

Number of attendees:

Catering requirements:

Delivery and/or pick-up time:

Delivery address:

Contact details:

As this event is being delivered in line with sustainable event principles, we kindly request the following catering practices:

- Reusable serviceware only: Please provide reusable crockery, cutlery and serving items. Disposable, biodegradable or compostable alternatives are not required.
- Low-waste packaging: Please avoid cling wrap and individually packaged food items. Where possible, we request that food is delivered in reusable containers (preferably not plastic) or recyclable paperboard packaging. If these options are unavailable, aluminium foil is acceptable; however, please do not use cling wrap.
- Sustainable menu choices: Please provide a 100% vegetarian/vegan menu using locally sourced, seasonal and ethically produced ingredients wherever possible.
- Sauces and condiments: Where sauces are included, please avoid single-use plastic containers and provide sustainable or reusable alternatives where possible.

Thank you for supporting our commitment to delivering a sustainable, low-waste event. We appreciate your assistance in helping us minimise environmental impacts while providing a positive experience for attendees.

Kind regards,
[Name]

Food Trucks

Good **morning/afternoon**,

We would like to enquire about hiring your food truck for **[EVENT]**. Please find the event details below:

Event title:

Number of attendees:

Location address:

Contact details:

Could you please provide a quote for your food truck service?

This event is being delivered in line with sustainable event principles, and we are working towards a low-waste approach. As part of this commitment, we kindly request that no disposable, compostable or biodegradable crockery, cutlery or serviceware is provided.

We will be arranging reusable crockery and cutlery through **[Insert service]**, and ask that your service does not include any single-use items.

Thank you for supporting our commitment to delivering a more sustainable event. We appreciate your assistance in helping us reduce waste and create a positive experience for attendees.

Kind regards,
[Name]

Suppliers

Good **morning/afternoon**,

We are engaging **[SUPPLIER NAME]** to provide **[EQUIPMENT/SERVICE]** for **[EVENT TITLE]** on **[DATE]**.

As this event is being delivered in line with sustainable event principles, we would appreciate your support in minimising waste and environmental impacts associated with the supply and delivery of your services.

Where possible, please consider the following:

- Use reusable equipment and materials rather than disposable alternatives.
- Avoid unnecessary packaging and minimise the use of single-use plastics.
- Where packaging is required, please use recyclable or reusable packaging wherever possible.
- Please avoid cling wrap, polystyrene and unnecessary plastic wrapping.
- Consolidate deliveries where practical to reduce transport impacts.
- Please collect and reuse or recycle any packaging, pallets or other materials associated with your delivery where possible.
- Where equipment is available in more energy-efficient options, please prioritise these.
- Please avoid providing unnecessary printed materials or promotional items.

We would also appreciate it if you could advise us of any sustainability initiatives, certifications or environmental practices your organisation currently has in place.

Thank you for helping us reduce the environmental impact of our event.

Kind regards,

[Name]

Exhibitors / Stallholders

Good **morning/afternoon**,

We are looking forward to having you involved in **[EVENT TITLE]** on **[DATE]**.

As part of our commitment to delivering a sustainable event, we ask all exhibitors and stallholders to help us minimise waste and unnecessary resource use.

We kindly ask that you:

- Avoid single-use plastic items and unnecessary packaging.
- Avoid distributing disposable promotional merchandise wherever possible.
- Consider digital alternatives to printed brochures, flyers and business cards.
- Use reusable signage and display materials where possible.
- Bring only the materials you require and take all reusable materials with you after the event.
- Avoid individually packaged samples or products where possible.
- Use reusable or recyclable materials for displays and stands.
- Dispose of any unavoidable waste in the appropriate waste stream provided at the event.
- Consider sustainable transport options when travelling to and from the event.

We encourage you to think creatively about how your organisation can contribute to a low-waste and sustainable event experience.

Thank you for helping us make **[EVENT TITLE]** a positive event for both our attendees and the environment.

Kind regards,
[Name]

A shorter "standard clause" you can add to almost any supplier email

Sustainable event requirements

As this event is being delivered in line with sustainable event principles, we ask that you minimise waste and environmental impacts wherever possible. Please prioritise reusable materials and equipment, minimise single-use plastics and unnecessary packaging, avoid unnecessary printing, and use recyclable or reusable alternatives where available. We also encourage consideration of energy efficiency, sustainable transport, responsible sourcing and appropriate waste diversion throughout the delivery of your services. Please let us know if you have any initiatives, products or services that could further support the sustainable priorities for this event.