



**GETGIGSEASY**

Live Event Management and Production

**SUSTAINABILITY POLICY**  
**JULY 2021**

To be reviewed July 2021

# GetGigsEasy Sustainability Policy

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## ***Mission statement***

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Our mission is to deliver unique events which combine style, substance and sustainability.

We aim to provide events in the present that are sustainable in the future, using our experience from the past.

We aim to reduce the negative social, economic and environmental impact of our events in both the local and wider area, but more than that we seek to find ways in which to make a positive difference through our own actions and through seeking to influence the actions of others.

This policy explains our approach to sustainability, showing how we live our values. It provides a reminder and guidance to events staff in work, and clearly communicates our approach to sustainability to the clients, venues and suppliers we work with.

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## ***Scope***

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This policy covers:

- GetGigsEasy's values
- Our commitment to reducing our negative impact on the social, economic and environmental landscape
- Our expansion and growth plans
- Our expectations of clients

As a company, we want to embody our values and ensure that our own practice as a company supports our aims. This means looking at every event as an opportunity to improve, whether it's using public transport to get staff to a venue or replacing PA specs every action plays a part in reducing the negative impact.

Every event we work on holds the potential to be different, with different clients, priorities, locations and suppliers. Our sustainable approach is tailored to each specific situation. For this reason, we do not set out here a rigid set of requirements as a one size fits all approach to such diverse events would be too vague to be practical. Instead we provide clear guiding principles that aid our planning and decisions.

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# **The GetGigsEasy Guiding Principles**

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## **Energy used in the Office**

- By using a virtual office GetGigsEasy is able to reduce its need for a physical office space that would need lighting, heating and other amenities.
- Our computers, are laptops running on battery power and use smart chargers that shut off when the battery is at capacity
- Energy efficiency is a key consideration when acquiring new equipment.

## **Energy used at Events**

- Where additional energy is required, such as for outdoor events, we strongly recommend the use of solar panels or biodiesel generators.
- We specify the use of the most energy efficient options for AV requirements, including specifying LED lighting wherever suitable.
- On site at the event, our staff are diligent in checking that lighting and equipment are turned off when not required and we ask our suppliers to do the same.

## **Our Transport**

- Our office location is wherever it is! Using our virtual office we have negated the need for clients to travel to us, but for face to face meetings we encourage the use of public transport, cycling or walking wherever possible.
- Staff will car share rather than driving separately wherever possible and when other forms of transport are not practical.
- We encourage telephone or virtual meetings where possible.

## **For those Travelling to Events**

- We favour venues and locations that are local to the audience, accessible via public transport, and welcoming to guests arriving by bicycle or on foot.
- We favour venues with suitable in house AV supplies where possible, to reduce the need for shipping these in.
- We aim to provide guests and suppliers with information and encouragement to enable them to travel in a sustainable manner to our events, including public transport and walking directions.
- Proximity to the event is a key factor in influencing our choice of suppliers. We remember to check the location of the warehouse or delivery centre rather than just the head office.

## **Air & Emissions**

- The transport policies outlined above are also important in minimising damaging air emissions.

### **Water use**

- We favour venues, caterers and suppliers with good policies on water use and look for evidence of water saving measures in place.
- We try to always supply tap water or filtered tap water to guests at events. Failing this, we ask for an ethical brand of bottled water.

### **Land use**

- Our equipment is stored at various locations which are chosen based on their proximity to recurring events that require it.
- When organising outdoor events, we aim to uphold the highest standards of land use, carefully assessing and minimising risks of contamination and ensuring a good standard of clean up after the event.

### **Cultural impact**

- GetGigsEasy embraces all cultures and provides equal opportunities for staff, clients and event guests.
- Our work for charities and public sector organisations has given us the opportunity to provide events specifically for the local community and take account of all cultures.
- Wherever possible we provide opportunities for guests at our events to learn more about the cultures who reside in the community, such as through our choice of activities, entertainment or food.

### **Waste and recycling**

- We operate a closed loop recycling system, looking for recycled options in our procurement, and recycling as much as we can.
- We do not use paper if at all possible and opt instead for emails and social media or other online solutions.
- We monitor and record the amount of waste produced by our events, and the proportion that is recyclable. We use this as benchmarking information, and work to reduce the amount for future similar events.
- We ensure that as far as possible, all recyclable waste from events is recycled, either by the venue or where necessary, by bringing in external waste companies.
- We aim to communicate with event guests and suppliers to encourage them to think about their waste.
- We recommend the use of electronic communication methods as much as possible, such as for invitations and bookings.
- Waste is a key consideration in our procurement policies for events, looking at the necessity, format, life span and packaging of all event materials.
- We seek to reuse event materials as much as possible, either through their design (i.e. not including the event date on banners) or through using recycled or reusable materials such as blackboard signs.

## **Ethical supply chain**

- We only purchase tea and coffee that carries the Fairtrade mark.
- We use eco-friendly cleaning products when cleaning down equipment after events.
- We apply a sustainable approach to all our procurement, asking:
  - Do we actually need it?
  - What is it made of, who made it, where was it transported from and how is it packaged?
  - How long will it last?
  - Can it be reused or recycled at the end of its life?
  - Have we investigated and evaluated possible alternatives and sought the most sustainable and ethical option?
  - Is it good value?
- We apply the same sustainable procurement approach detailed above to materials and supplies for all our events.

## **Transparent relationships**

- We do not mark-up supplier's costs and we show clients exactly where their money is being spent by sending accurate and clear budgets where are fees are marked separately.
- We operate a "no hidden commission" policy.
- We are open and fair in the contracts and terms we issue to clients and suppliers.

## **Local sourcing**

- When specifying and booking equipment we prioritise the use of local suppliers.
- Where possible we try and source suppliers close to the event venue, taking account of where staff will be travelling from to work at the event and where equipment is located.
- When ordering merchandise and/or event materials we will look at where the item is produced, where it is printed (if applicable) and how it is transported at each stage.
- When ordering catering we will endeavour to make sure that all produce is sourced from the UK and if we are using fish it is from sustainable sources.

## **Security and safety**

- We provide a safe and secure working environment for our staff.
- We assess our events for potential risks to safety and security, and instigate the necessary measures to minimise these.

## **Equality and diversity**

- We have a positive culture that recognises the contributions made by all staff.
- We ask guests in advance of the event if they require special access or have dietary requirements and ensure these are accommodated.
- We assess the venues we use to check that they are comfortable, welcoming and accessible for all guests. In this we check for wheelchair access but also consider access for partially sighted and hard of hearing people, and look for rest areas.
- We recommend that where appropriate, a prayer room is provided.
- We recommend that where appropriate, crèche facilities are provided.
- Where appropriate, we monitor the ethnic, age and gender mix of our guests, and suggest ways to improve diversity.

## **Community impact**

- Whenever possible we support events, activities and our neighbours.
- We have links with other event organisers and support them by offering help whenever needed.
- We have strong links with local colleges and help promote new talent as well as offering work experience to their students.
- We assess our events for potential risks of negative impacts on local communities, such as congestion, litter or noise pollution, and implement the necessary measure to minimise these.
- We look for ways that our events can have a positive impact on the community. These could include allocating a number of free places for the local community or including a CSR activity in the event programme that improves the local environment.
- We favour suppliers whose work benefits the local community. For example, whenever we are able to select crew for an event, we always try to use local people.

## **Financial impact**

- We are committed to offering fair pay and conditions for all our staff, both permanent and temporary.
- We aim to ensure best value for money for all our clients, and bring events in on budget.
- We believe that a sustainable approach to events doesn't have to cost more money.

## **Stakeholder communication**

- We commit to discuss sustainability with all of our clients.
- We hold regular meetings to discuss all current projects and matters, ensuring all staff and regular venues are up to date with developments.
- We communicate with all clients and suppliers about our sustainable approach to events. Where appropriate.
- Where appropriate, we will include clauses in supplier contracts which hold them accountable for actions relating to sustainability.

## **Monitoring and feedback**

- Wherever possible, we gather feedback from guests at events, and use their feedback to improve practice.
- Sustainability is a staple item on every meeting agenda we have to ensure we are constantly monitoring our performance across all platforms and events.

## **External communication**

- We aim to foster a network of likeminded people interested in events sustainability, to share ideas and best practice, and to drive sustainability forward in the industry.
- We regularly update our website, Instagram and Facebook feed with news, tips and ideas.
- Where appropriate, we develop PR plans for events and communicate to a wider audience about how we made them sustainable.