HEALTHY EVENTS GUIDE CHECKLIST

Choose any 10 actions from the checklist below*

*You do not need to complete every item on the list – select what best suits your event

Proud to be an event that supports health & wellbeing

Inclusive and Sustainable Environments	☐ Ensure the venue and toilets are accessible for all. ☐ Allow participants to indicate accessibility needs (e.g., Auslan interpreter, dietary requirements). ☐ Promote the event as inclusive, using diverse and representative images. ☐ Include an Acknowledgement or Welcome to Country. ☐ Provide recycling and landfill bins side by side. ☐ Use reusable, washable, or recyclable crockery and cutlery instead of single-use plastic. ☐ Offer tap water and encourage attendees to bring reusable bottles.
Smoke & vape free environments	☐ Hold your event at a smoke & vape-free venue ☐ Ensure adequate smoke and vape-free signage is displayed at the event (NDCH can provide signage if required).
Nutrition & refreshments	☐ Provide free fresh fruit and/or vegetables where possible. ☐ Offer at least one healthy meal or snack option (e.g., salad wraps, yoghurt, fresh fruit). ☐ Consider special dietary needs, including allergies, intolerances, and cultural requirements. ☐ Make plain drinking water freely available. ☐ Encourage a soft drink- and alcohol-free event; coordinate with vendors to limit sales.
Hygiene & Food Safety	☐ Ensure Soap and/or sanitizer is in restrooms/toilets and at food stations ☐ Have procedures and protocols in place to ensure good food hygiene and food safety
Fundraising & marketing	☐ Remove unhealthy marketing at the event, this may mean putting posters over existing displays ☐ Make sure prizes, give-aways, raffles and promotional items are healthy (e.g. hats, fruit basket, sports items etc.)
Promote Wellbeing	☐ Include the 5 Ways to Wellbeing—Get Active, Connect, Give, Keep Learning, and Take Notice to help encourage good mental health ☐ Incorporate activities that encourage participants to be active. This could include borrowing NDCH's giant games e.g. mini golf, giant snakes & ladders, bocce ball, table tennis
Sun smart	☐ Provide adequate shade through trees, umbrellas, or marquees, and where possible schedule the event for early morning or late afternoon/evening to avoid peak UV times (10 am–3 pm). ☐ Encourage attendees to bring hats & sunscreen via event marketing, and where possible provide free SPF 30 or higher broad spectrum water resistant sunscreen for attendees

Make contact with NDCH or GSC to include a Healthy Event logo on your event materials:

NDCH
Northern District Community Health

Northern District Community Health
(03) 5451 0200
healthpromotion@ndch.org.au