



Recommendations for the Sustainable Organisation of Municipal Events

2026-08-20

On 10 July 2026, Order No. 1469/2026 of the Mayor of Kraków entered into force, adopting the “Recommendations for the Sustainable Organisation of Municipal Events”. The document sets out principles for planning and delivering events organised or co-organised by the Municipality of Kraków, taking into account environmental, social and organisational considerations as well as accessibility. The Order has been in force since the date of its signing.

Which events do the recommendations apply to?

The Order applies to events organised or co-organised by the Municipality of Kraków that are expected to attract at least 50 participants and have a national or international profile.

The document covers, among others:

- business and scientific events, including conferences, congresses, forums, symposia, trade fairs, workshops and training sessions;
- cultural events;
- sports events, including e-sports and e-gaming;
- entertainment and recreational events;
- charitable, social, civic and governmental events.

The recommendations are addressed to organisational units of the Kraków City Office and municipal organisational entities. They should be taken into account at all key stages of event preparation: during planning, when drafting contractual provisions, throughout implementation and when evaluating the event.

Key areas covered by the recommendations

Detailed principles are set out in Appendix No. 1 to the Order. Their purpose is to reduce the environmental impact of events, support accessibility and inclusivity, and increase the value that events create for local communities. The recommendations also refer to the United Nations Sustainable Development Goals.

Setting measurable objectives

Organisers are encouraged to define specific objectives already at the planning stage, including those related to:

- reducing CO₂ emissions;
- reducing waste generation;
- decreasing resource consumption;
- promoting local sourcing and accessibility.

The objectives should be measurable, for example by eliminating printed materials or phasing out single-use plastics.

Venue and accommodation

When selecting an event venue, organisers are encouraged to consider access by public transport, accessibility for people with disabilities, energy-efficient solutions, waste segregation and cooperation with local suppliers.

When arranging accommodation for participants, preference should be given to properties located close to the event venue and holding sustainability certifications or implementing sustainability and ESG strategies.

Transport

The document highlights the need to promote rail travel, public transport, walking and cycling. Public transport should be presented to participants as the primary means of getting to the event. Where possible, organisers are also encouraged to reduce coach transfers and make use of group conference tickets for public transport.

Catering

The recommendations also address food waste reduction, appropriate planning of the number of portions and management of surplus food. At least 50% of meals should be vegetarian or vegan, while plant-based options are recommended as the default choice.

Local and seasonal products, reusable tableware and access to drinking tap water are preferred.

Waste management and the 5R principle

In the area of waste management, the document refers to the 5R principle: refuse, reuse, reduce, rot and recycle/sort. Organisers should provide clearly marked waste separation bins and ensure that staff and volunteers receive appropriate training.

The recommendations also encourage limiting printed materials and promotional giveaways and using reusable items or products made from recycled materials.

Accessibility, DEI and participant wellbeing

Event organisation should take into account the principles of diversity, equity and inclusion. Events should be accessible from an architectural, communication and digital perspective, while inclusive language is recommended in communication with participants.

The document also highlights participant comfort and wellbeing, including appropriate breaks, rest and quiet zones, access to green spaces and preparedness for weather-related risks such as heatwaves or heavy rainfall.

Communication and reporting

Information on sustainability measures should be communicated to participants in an accurate and transparent manner. Following the event, organisers are encouraged to collect data on the achievement of adopted objectives and document solutions that may be reused at future events.

Three appendices to the Order

Appendix No. 1 - [Recommendations for organisers](#)

The first appendix constitutes the main catalogue of recommendations. It covers nine areas: sustainable development objectives, event venue, accommodation, transport, catering, waste management, DEI, participant comfort and wellbeing, and education, communication and reporting.

The document can be used as a checklist of issues to be considered when preparing an event and when cooperating with venues, contractors, catering companies and other suppliers.

Appendix No. 2 - [Annual reporting template](#)

The second appendix is a table used for submitting annual information on events delivered and the measures implemented. The form requires basic event data – including the name, date, location and number of participants – as well as information on measures applied in such areas as venue, accommodation, transport, catering, waste, DEI, participant wellbeing, communication and reporting.

Organisational units of the Kraków City Office and municipal organisational entities are required to submit information for the previous calendar year to the Kraków Convention Bureau by 31 January.

Appendix No. 3 - [MINEV good practice catalogue](#)

The third appendix is a catalogue developed as part of the MINEV – Waste Minimization in Large Events project, implemented under the Interreg Europe programme. The project focuses on minimising waste generated during large-scale events and on exchanging experience between European local and regional authorities.

The publication presents 23 success stories grouped into four categories:

- regulatory frameworks and green public procurement;
- large sporting, religious and travel-related events;
- waste minimisation at cultural events;
- waste minimisation at business, scientific, outdoor and educational events.

The solutions presented include events without single-use materials, green public procurement, carbon footprint calculation, reusable cups and comprehensive waste management systems. The catalogue also includes examples from Kraków: “Maraton w dobrym klimacie” (“A Marathon in a Good Climate”) and the reuse and repair of dragon figures used during the Great Dragon Parade.



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Complementing standards introduced in 2026

The new recommendations complement solutions introduced earlier in 2026. Kraków also applies the [“Outdoor Event Standards Manual”](#), which sets out aesthetic, technical and organisational rules for events held in public spaces.

The Manual defines, among other things, rules for visual identity, signage and advertising, the arrangement of fairs and markets, the organisation of sports events, stage construction and the preparation of outdoor exhibitions. Its purpose is to reduce visual clutter and protect the city’s cultural landscape.

The two documents have different but complementary scopes. The Outdoor Event Standards Manual focuses primarily on how outdoor events are organised and integrated into Kraków’s urban environment. Order No. 1469/2026, meanwhile, covers a broader range of municipal events and sets out recommendations relating to the environment, transport, catering, accessibility, participant wellbeing and reporting.