

Sustainability Event Checklist



Leadership and Communication

- ☐ Develop a written environmental sustainability policy, signed by executive or general manager.
- ☐ Designate one or more staff members to implement the event sustainability initiatives.
- ☐ Set defined environmental performance outcomes for event and communicate with suppliers and stakeholders.
- ☐ Integrate practices early on in the planning process and get all your staff and suppliers on board.
- ☐ Request and track event metrics from suppliers year to year and event to event.

Waste Management

- ☐ Set clearly labeled recycling bins next to all landfill bins.
- ☐ Offer on-line registration.
- ☐ Replace conference program with a mobile app.
- ☐ When printing is necessary, print on postconsumer content recycled paper.
- ☐ Offer event SWAG as optional for attendees rather than “pre-stuffing” conference bags.
- ☐ Request sponsors and exhibitors only provide give-a-ways that are useful past the conference.
- ☐ Eliminate foamcore signage, as it is not recyclable. Instead request recyclable cardboard signage and/or digital signage with projection displays, monitors, or digital totems.
- ☐ Create non-dated signs to allow for easy reuse at future events.
- ☐ Reuse lanyards and collect post event.
- ☐ Designate a location/booth for donation collections from exhibitors and post event leftover items.
- ☐ Limit or reduce carpet usage for exhibit halls.

Food and Beverage

- ☐ Provide bulk water filling stations instead of individual plastic water bottles.
- ☐ Require vendors to use compostable utensils, plates, and cups, and ensure availability of proper disposal.
- ☐ Eliminate Styrofoam completely
- ☐ Provide condiments in bulk containers/Avoid individual packets.
- ☐ Offer vegetarian and vegan meal options
- ☐ Work with your chef to create a meal that is in-season in the local community.
- ☐ Request leftover food items to be donated post event to a local non-profit.

Energy

- ☐ Educate staff, vendors and volunteers and require that all non-essential lighting, equipment and machines be turned off when not in use and after hours.
- ☐ Rent office equipment that is energy star rated and EPEAT-certified
- ☐ If using generators, look for alternatives to diesel such as solar powered.

Transportation and Air Quality

- ☐ Instruct all vendors, exhibitors, buses, and transportation companies to adhere to the city's anti-idling vehicle policy.
- ☐ Promote alternative transportation methods for getting to and from the event such as ride sharing, carpooling, light rail, bike riding and even walking
- ☐ Provide attendees with information on how to get to the event through alternative transportation on the event website.

