

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. 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.

