

# SUSTAINABLE CHECKLIST FOR EVENTS

## GREEN YOUR EXPERIENCE

### JOURNEY TO SUSTAINABLE EVENTS

#### PRE-EVENT

- Informed eco friendly travel options?
- Green ticketing partner to offset all travel and transportation
- Local accommodations and Hotels, transportation / shuttle services
- Implement carbon offset programs, such as tree planting or renewable energy projects, to neutralize the event's carbon footprint.

#### CO2 EMISSIONS MEASUREMENT AND OFFSET

- Calculate the estimated CO2 emissions for the event, including attendee travel, energy use, and other activities.
- Partner with local transportation providers to encourage low-carbon travel options for attendees.
- Implement carbon offset programs, such as tree planting or renewable energy projects, to neutralize the event's carbon footprint

#### GREEN CLEANING PRACTICES

- Ensure the venue uses environmentally friendly cleaning products that are non-toxic and biodegradable.
- Confirm that the venue follows green cleaning protocols to minimize environmental impact.

#### FOOD AND BEVERAGE

- Prioritize local, seasonal, and organic food options.
- Offer plant-based and vegetarian meal options to reduce the event's carbon footprint.
- Collaborate with caterers to donate leftover food to local charities.

#### VENUE POLICIES

- Collaborate with the venue to set up recycling stations for paper, plastic, glass, and compostable materials.
- Ensure the venue adheres to environmental management standards.
- Choose a venue with recognized sustainability certifications (e.g., LEED, ISO 2012).

#### WASTE MANAGEMENT: NO UNNECESSARY PRINTING, ONLY RECYCLE PAPER

- Avoid unnecessary printing by using digital invitations, tickets, and promotional materials.
- QR codes instead of tags, and brochures. SAVE:\_\_\_\_\_
- Do you use certified paper, for toilet paper, napkins, tickets, access passes
- Work with the venue to minimize single-use plastics and ensure proper waste disposal.

#### ENERGY EFFICIENCY

- Choose a venue with energy-efficient lighting, heating, and cooling systems.
- Ensure the venue uses renewable energy sources, where possible.
- Implement energy-saving practices, such as turning off lights and equipment when not in use.

#### EVENT'S IMPACT:

- Measure and report on the event's environmental, social, and governance (ESG) impact.
- Document the event's sustainability practices and outcomes.
- Set goals for continuous improvement in future events.