

Your Sustainable Event Checklist

Use this checklist to find out whether or not you're planning a sustainable event. **Put simply, the more boxes you check the better!**



Printed Materials:

- Your printed materials are produced on recycled paper, 100% post consumer if possible
- You have printed double sided, using vegetable or soy based inks
- Your banners, signage and displays are reusable and/or printed on eco-friendly material
- All printed materials include a footnote touting recycled content and eco-friendly attributes

Communication:

- You have used email for invitations and information, whenever possible, to save paper
- You have informed participants, guests and the press that you've organized your event sustainably
- You have required your vendors and/or partners to also follow these guidelines

Waste:

- You have recycled all corrugated, paper, glass, metal and plastic waste
- You have used reusable cups, plates and utensils rather than disposable
- You have used compostable products when disposable food and drink containers were unavoidable
- You have used compostable bags (bin liners) to collect food waste for composting
- You have used cloth napkins or purchased napkins made with 100% recycled content
- You have avoided pre-packed food in individual wrappers and drinks in individual containers
- You have limited the number of handouts and printed double sided when appropriate
- You have used reusable name badges and collected after the event
- There are many conveniently located recycling and compost bins at your event
- You have trained volunteers to direct guests to properly sort their waste
- You have used large signs to educate your guests about where to recycle and compost
- You have rented decorations or chosen decorations which are durable and can be reused
- You have reduced or eliminated trinkets and give-a-ways which end up in the landfill
- You have considered the Reduce, Reuse, Recycle strategy for other purchased items needed

Food:

- You have purchased locally sourced food
- You have provided naturally grown and ethically raised food
- Your tea and coffee are Fair Trade
- The food is organic where appropriate
- You have arranged to collect and compost all food waste
- You have banned the sale of bottled water, providing water from an alternative source such as jugs
- You have planned to donate leftover food to an area homeless shelter

Transport & Energy:

- The venue has a bicycle park
- The venue is conveniently located for public transport
- There are safe pedestrian routes
- The options for sustainable transport are publicized in your event materials and on your website
- You have encouraged guests, volunteers and workers to carpool to the event
- You have minimized energy use by efficiently controlling heating, cooling and lighting in building(s)