



SUSTAINABLE EVENTS PLANNING CHECKLIST

1. Ensure vendors use sustainable sourcing and delivery practices
2. Partner with venues and vendors with third-party sustainability certifications (LEED, APEX/ASTM, GreenKey, etc.)
3. Ditch the plastic and offer eco-friendly badges
4. Create reusable, long-lasting signage that you don't have to throw away after the event
5. Avoid printed materials or limit printed materials for those with disabilities
6. Plan a sustainable event menu by using food grown or produced within 250 miles of the event
7. Communicate your sustainability efforts before and during the event
8. Rethink your giveaways - use local makers or artisans and try to find useful items people will reuse
9. Request that exhibitors offer sustainable, intentional swag based on event's policies





SUSTAINABLE EVENTS - WASTE MANAGEMENT

1. Provide recyclable and compostable materials to attendees
2. Invest in reusable cups or other materials
3. Place recycling cans throughout the venue
4. Create CLEAR signage for what goes in each bin so no contamination occurs
5. Commit to a zero-plastics policy
6. Collect and analyze power and water consumption
7. Commit to VisitLEX's Food Rescue Plan where all leftover food is donated to a local food bank or shelter

