

Sustainable Meetings & Events Checklist

Use the Y/N fields below to ensure you are tracking with sustainability best practices when planning your event. Don't expect to achieve them all in the first event. This checklist is also helpful to refer to for events that have repeating vendors/venues, to see gaps and prioritize which initiatives to address.

The highest impact practices are listed in bold, it's good practice to start with them!

Category	Y/N	Sustainability Best Practice	Responsibility
Pre-Event			
Destination Selection		Choose location that is in the closest proximity to your expected attendees.	Event Operations Team
Contracts		Insert sustainability best practices into RFPs and contracts with general services contractors, exhibitors, suppliers, venues.	Event Operations Team
		Include a request for event-related waste, energy, carbon measurements in contracts.	Event Operations Team
Budgets		When key sustainability elements are not provided by venues, explore feasibility of additional budget allocation.	Event Operations Team
Hotel Guest Rooms		Recycle paper, cardboard, aluminum, and glass.	Operations Team & Hotel POC
		Have in-room occupancy sensors or master shut-off switch	Operations Team and Program Manager
		Energy reduction measures such as closing blinds, reducing HVAC in unoccupied rooms	Operations Team and Program Manager
Venue		Recycle paper, cardboard, aluminum, and glass.	Events Operations Team & Venue POC
		Donate any leftover event materials.	Events Operations Team & Venue POC
		Compost food waste.	Events Operations Team & Venue POC
Catering		Use 100% reusable service ware	Events Operations Team
		Provide and prepare plant-based options	Events Operations Team
		Implement food waste reduction measures such as fewer buffet options, smaller plates, and using pre-event meal counts to reduce food.	Events Operations Team
		Eliminate bottled water and replace with reusable glasses and water stations.	Events Operations Team
		Donate leftover food to local charities and track amounts donated.	Events Operations Team
		Serve beverages in bulk beverage dispensers.	Events Operations Team
		Serve condiments in bulk.	Events Operations Team
		Compost food waste (if food is prepared outside of the venue)	Events Operations Team
		Recycle cardboard, metal, and glass.	Events Operations Team
Exhibits		Request that physical swag be eliminated or reduced if possible from third-party exhibitors.	Event Operations Team
		Use standard size build and booth materials such as furniture and structures to allow them to be rented.	Event Content Team
		Communicate green guidelines to exhibitors to encourage them to use environmentally friendly and reusable materials and efficient lighting.	Event Content Team
		Minimize the amount of one-time-use materials (carpet, padding, structures, signage).	Event Content Team
		Prioritize use of materials that avoid harmful chemicals and use FSC-Certified paper or wood-based materials, or ones made from recycled content/renewable fibers.	Event Content Team
		Eliminate foam materials and disposable PVC that gets sent to landfill.	Event Content Team
Communications		Use a mobile app to reduce paper.	Event Communications Team
		Communicate event sustainability initiatives through onsite digital signage, event app, website, etc.	Event Communications Team
Registration		Eliminate or reduce physical conference swag	Event Operations Team
		Provide online program and agenda.	Event Communications Team
Signage		Incorporate the 4Rs into planning (Reduce, Reuse, Recycle, Rethink).	Event Productions Team
		Use generic, non-dated branding for signs to enable reuse.	Event Productions Team
		Use digital signage wherever possible.	Event Productions Team
		Use signage made of non-plastic, recyclable substrates like paper or cardboard.	Event Productions Team
		Choose paper made of recycled content and certified sustainable.	Event Operations Team
Transportation		Communicate walking routes to events and hotels.	Event Communications Team
		Use alternative, hybrid, or lower-emissions vehicles.	Event Communications Team
Onsite & Post-Event			
All		Verify that agreed upon sustainability practices are in place during event	All
Venue		Collect sustainability metrics such as event-related waste that was landfilled, composted, recycled, and donated.	Events Operations Team & Venue POC
All		Use the Sustainability Report Template to reflect on the sustainability successes and recommendations for future events.	Event Operations Team