



# SUSTAINABLE EVENTS CHECKLIST

You can use this checklist when planning out your events.

**Event:**

**Date:**

**Venue:**

**Pre-planning:**

<i>Preliminary plans</i>	Is it necessary to hold this event as stand alone, or could it be combined with another event?	
<i>Preliminary plans</i>	Consider if it's possible to hold the event online - if so, is it more sustainable to do so?	
<i>Catering</i>	Is water available? If so, is tap water the default option? Reduce plastic bottle usage wherever possible.	
<i>Catering</i>	Are re-useable drinks vessels the default?	
<i>Catering</i>	Is the catering seasonal?	
<i>Catering</i>	Is the catering locally sourced?	
<i>Catering</i>	Does the venue have the <a href="#">Food for Life</a> Award, or another sustainable practice award? High priority should be given to this criteria.	
<i>Catering</i>	Is the default option plant-based, with attendees asked to opt-in for non-plant-based options?	
<i>Catering</i>	Where there are meat and dairy options, are they from regulated/accredited producers (including free-range only)?	
<i>Catering</i>	Is Fairtrade produce used wherever possible?	
<i>Catering</i>	Will the venue provide culturally inclusive food and drink which is suitable for people of all faiths?	
<i>Catering</i>	Is signage provided to inform attendees about the ethical credentials of the catering?	
<i>Catering</i>	Does the venue refrain from using single use items (e.g. sachets of salt and sugar)?	





<i>Catering</i>	Is reusable crockery and cutlery provided as standard?	
<i>Catering</i>	Is any disposable crockery made of recycled or biodegradable materials?	
<i>Catering</i>	Are eco-friendly/biodegradable/cruelty free cleaning materials / energy efficient dishwashers used?	
<i>Catering</i>	Will surplus food/drink be donated to a local charity?	
<i>Comms</i>	Have attendees been asked to complete food/drink request forms (to reduce food waste)?	
<i>Comms</i>	Have attendees been encouraged to bring their own resources (pens, paper etc.)?	
<i>Travel</i>	Is the venue easy to access via public transport?	
<i>Travel</i>	Have pedestrian/cycle routes and public transport options been included in the event location details and sent to all participants?	
<i>Travel</i>	Where relevant, have attendees been discouraged from flying to the event (unless they are travelling over 400 miles)?	
<i>Travel</i>	Can you incentivise or facilitate travel to the venue by sustainable/low impact means?	
<i>Travel</i>	Can you provide reduced fees for delegates using public transport or liftshare?	
<i>Consumables</i>	Are you providing own brand freebies? Are these necessary? How can you reduce the amount of waste created by them?	
<i>Consumables</i>	Can you purchase alternatives to non-recycled / bleached paper, laminated folders and toxic marker pens?	
<i>Consumables</i>	Can you limit the amount of travel that speakers have to do in preparation for the event by using online meetings?	
<i>Consumables</i>	Can you limit the amount of paper that needs printing by asking delegates to tick to request copies for delegate packs, powerpoint presentations etc. and ensure that anything that is printed is double sided or is available online?	
<i>Consumables</i>	Can you use vegetable / soy based inks and energy efficient printers / photocopiers when printing packs?	





<i>Consumables</i>	Can all plaques and badges be produced on non-laminated recycled card, and can/will they be recycled post use?	
<i>Consumables</i>	If the event has an awards element, can you ensure that all of the awards are locally and ethically sourced and all certificates printed on recycled card?	

**At the event:**

<i>Comms</i>	Will you highlight the ways in which you've ensured that the event is sustainable to the attendees during the opening speech and in comms ahead of the event?	
<i>Comms</i>	Will you encourage delegates to recycle and act as sustainably as possible during the event?	
<i>Comms</i>	Will you ensure delegates and speakers turn off any projection equipment / laptops when they are not in use?	
<i>Comms</i>	Will you encourage delegates and facilitators to turn off the lights and temperature control units when they are not in use?	
<i>Consumables</i>	Will someone be responsible for collecting all name badges and other unused equipment for reuse/recycling?	

**After the event:**

<i>Feedback</i>	Will all event evaluation be completed by electronic means?	
<i>Feedback</i>	Will you include a section on the event evaluation form asking the delegates to estimate their environmental impacts during the event?	
<i>Feedback</i>	Will you ask the delegates to indicate how they travelled to the event and from where so that you can create a carbon footprint for their travel and set a target for reduction for your next event?	

