

# Sustainable Event Checklist

## Introduction

This document should be used before, during and after your event. It is one of a series designed to help you improve the sustainability of your event. The other documents in this series are:



- ❖ Your organisation's general (i.e. logistical) events checklist
- ❖ 'Sustainable Venue Benchmarking Tool'
- ❖ 'List of Key Performance Indicators (KPIs) for a Sustainable Event'

Used together, these documents complete a 'Sustainable Event Toolkit'. Please contact Gayle Burgess (Project Officer, LSx - e: [g.burgess@lsx.org.uk](mailto:g.burgess@lsx.org.uk) / T: 020 7324 3650) if you have any enquiries.

## **STAGE 1: Before the Event**

### Venue Selection

See 'Sustainable Venue Benchmarking Tool'

### Catering

When selecting caterers, consider whether:

- Food and drink will be seasonal / sourced locally (see 'Resources' section for assistance)
- Food and drink will be organic / Fair Trade (can you encourage the caterer to use organic / Fair Trade if they would not normally?)
- Food and drink will be culturally inclusive and suitable for people of all faiths
- Any animal products are free range and humanely / ethically produced
- Food and drink can be ordered in bulk (to reduce the amount of packaging waste) and use of single serving sachets (e.g. of salt & sugar) is avoided
- Food and drink packaging can and will be recycled after use
- An accurate order is made to follow the waste hierarchy and eliminate / reduce waste
- Check crockery and cutlery are all re-useable. If this really is not an option, find out why not and ensure plates / cups used are produced from recycled materials that can and will be recycled post-use

### Communication

When communicating with delegates, ensure:

- Pedestrian routes / cycle maps and public transport options are all included in your event location details (see 'Resources' section for assistance)
- You encourage them to bring their own resources e.g. pens, paper, etc
- Delegates complete and return catering preference forms (this will allow you to order catering accurately and follow the waste hierarchy by eliminating / reducing the amount of waste produced)
- As much information as possible is sent via electronic channels: and include the 'do you really need to print this email?' footnote in your communication!



*Top Tip:* can you incentivise or facilitate travel to the venue by sustainable / low impact means? E.g. provide a reduced fee for delegates using public transport? Can you encourage delegates to organise a car pool or provide access to cycles for hire?



## Equipment



*Top Tip:* Organise a stationery amnesty if you can't find what you need in the cupboard



When ordering stationery and equipment:

- Consider whether you really need to order new items - was all the flipchart paper used at your last event?
- Avoid purchasing non-recycled / bleached paper, laminated folders and toxic marker pens!

## Briefing and delegate packs



- Try to brief speakers by telephone / email as much as possible, and encourage them to use no / low impact forms of transport if they come into the office for a briefing
- Try to encourage speakers to orate rather than present a PowerPoint where possible, to save electricity
- Ensure delegate packs contain as little as necessary and are printed double sided on recycled / non bleached paper, using vegetable / soy based inks and energy efficient printers / photocopiers
- Provide a checklist of extra materials that delegates tick to request copies of e.g. PowerPoint presentations, etc (& when printing these, select 6 slides to a page if you can!)

## Other materials

- Ensure name plaques and badges are produced on non-laminated recycled card, and can and will be recycled post-use

## **STAGE 2: During the Event**

### General

- Ensure the Chair highlights how sustainable the event is in his / her introduction, and encourages delegates to recycle their unwanted papers, etc, at the end of the day
- Ensure the Chair advises delegates where the recycling points are, as well as the fire exits and toilets
- Ensure any LCD projection equipment / laptops are turned off when not in use
- Ensure that temperature control units / lights in breakout rooms, etc, are turned off when not in use

### Catering

- Ensure the hot water still isn't left on all day
- Use tap rather than bottled water on tables, and provide glasses rather than plastic / Styrofoam cups



*Top Tip:* At a truly sustainable event, caterers would:

- Use eco-friendly / biodegradable / chemically benign cleaning materials in an energy efficient dishwasher to clean up cutlery / crockery
- Donate surplus food / drink to a local charity / homeless support centre or compost heap!



### Housekeeping

Ensure somebody takes responsibility for:

- Collecting all name badges, so you can save money and follow the waste hierarchy by re-using them
- Ensuring all discarded papers, name plaques, plastic bags, etc, are collected and re-used / recycled
- Don't forget to collect your unused flipchart paper!

### Feedback

When asking for delegate feedback:

- Why not include a section on the event evaluation form asking the delegate to estimate their environmental impacts during the day (if these forms are attributed rather than anonymous, you could follow this up by advising the delegate what their actual impact was)
- Ask the delegate to indicate how they travelled to the event and from where, and investigate offsetting their carbon (see 'Resources' section for assistance)



*Top Tip:* Leave toolkits at the event indicating how delegates can improve their sustainability in the home, at work etc. Provide information from not for profit organisations, copies of regional sustainable development frameworks & indicators, etc (more in the Resources section, below)

### **STAGE 3: After the Event**

#### Follow up

- Thank you letters should be emailed where possible, or printed double sided on recycled non-bleached paper, using vegetable / soy-based inks on energy efficient printers / photocopiers where not!

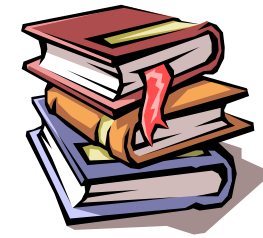
#### Reporting against KPIs

- Evaluate the total impact of your event in each of the KPI areas listed on the 'List of Key Performance Indicators (KPIs) for a Sustainable Event'. 'Reward' participation by cascading this information amongst delegates.

#### And last but by no means least...

- Don't forget to congratulate yourself for holding a sustainable event!





## **Resources**

Useful resources for holding a sustainable event include:

### *General*

The Environment and Events - an operations checklist  
Green Meeting Checklist  
Planning Environmentally Aware Events  
Five capitals event planning

[http://www.personal.usyd.edu.au/~wotoole/EPMS\\_Control/Control\\_Areas/env\\_risk.htm](http://www.personal.usyd.edu.au/~wotoole/EPMS_Control/Control_Areas/env_risk.htm)  
<http://www.rrc.mb.ca/environment/checklist.htm>  
<http://www.nps.gov/sustain/spop/greenmtg.html>  
[http://www.forumforthefuture.org.uk/aboutus/heps\\_page1509.aspx](http://www.forumforthefuture.org.uk/aboutus/heps_page1509.aspx)

### *Venue selection*

ISO14001 information  
London Green Map

<http://www.iso14000.com/>  
<http://www.londongreenmap.org>

### *Catering*

Big Barn listing of local food producers / farmers markets  
Organic Express

<http://www.bigbarn.co.uk>  
<http://www.organicexpress.com/main.lasso>

### *Transport*

Car Sharing Scheme (north London only however)  
London Cycling Campaign  
Sustrans

<http://www.northlondontransport.org/carsharing.asp>  
<http://www.lcc.org.uk>  
<http://www.sustrans.org>

### *Non commercial organisations whose materials can be included on any free table space*

LSx guide to 'Doing your Bit at Home'  
LSx guide to 'Doing your Bit at Work'  
LSx Green Offices Guide  
Carbon Trust  
Climate Care  
Energy Savings Trust  
London Sustainable Development Commission Framework  
London Sustainable Development Commission Indicators  
London Sustainable Development Commission Toolkit

[http://www.lsx.org.uk/programmes/dyb\\_page1216.aspx](http://www.lsx.org.uk/programmes/dyb_page1216.aspx)  
[http://www.lsx.org.uk/programmes/dyb\\_page1216.aspx](http://www.lsx.org.uk/programmes/dyb_page1216.aspx)  
[http://www.lsx.org.uk/programmes/greenguide\\_page1218.aspx](http://www.lsx.org.uk/programmes/greenguide_page1218.aspx)  
<http://www.thecarbontrust.co.uk/carbontrust/>  
<http://www.climatecare.org/>  
<http://www.est.org.uk/>  
[http://www.london.gov.uk/mayor/sustainable-development/susdevcomm\\_framework.jsp](http://www.london.gov.uk/mayor/sustainable-development/susdevcomm_framework.jsp)  
[http://www.london.gov.uk/mayor/sustainable-development/susdevcomm\\_indicators.jsp](http://www.london.gov.uk/mayor/sustainable-development/susdevcomm_indicators.jsp)  
[http://www.london.gov.uk/mayor/sustainable-development/susdevcomm\\_guide.jsp](http://www.london.gov.uk/mayor/sustainable-development/susdevcomm_guide.jsp)

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