



University
of Victoria

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Checklist for Sustainable Event Planning

*The world looks
different from here.*

EVENT

- Make sure that the event is really necessary and cannot be done by other means such as virtually
- Develop an environmental policy for the meeting and assign an “Environmental Officer” to ensure that decisions comply with the policy
- Include sustainability clauses in your contracts
- Encourage participants to use the stairs rather than the elevator
- Try to go paperless. All invoices, agreements, quotes, etc. should be dealt with electronically
- If handouts are required, print double sided, use recycled paper, and provide participants with a means to recycle. You could also choose Forestry Stewardship Council approved products
- Use electronic screens for signage, registration, and thank you letters. If that is not possible, create signage that is reusable
- Make sure that lights, electronics and air conditioning are turned off when not in use
- Hold the event during the day to reduce energy usage
- Collect and reuse name badges (avoid use of plastic)
- Try not to use gift bags
- Educate all delegates about your environmental initiatives by having the Chair inform everyone of what you are doing
- Encourage delegates to bring their own writing utensils and paper (or use recycled)
- Use eco friendly cleaning supplies
- Share your best practices with your customers, suppliers and staff.
- If required, make your own note pads from scrap paper
- Use dry erase boards instead of paper in presentations
- Offset the unavoidable CO2 emissions by purchasing “Carbon Offsets”
- Evaluate the event using an on-line survey

VENUE

- Choose sustainably aware locations and let them know that that is why you chose them
- Choose a location that fits the size of your event to prevent energy waste
- Use a venue that provides everything (audio, visual, etc) that is needed to reduce transportation
- Choose locations with more natural light as this will reduce energy consumption
- Ask potential venues about their environmental policy and priorities

TRANSPORTATION

- Recommend accommodation within walking distance of event or venue, or use a venue that also offers accommodation.
- Provide delegates with electronic maps to show how they can reach the venue on foot
- Promote and provide cycling facilities
- If event is not within walking distance provide a shuttle service or encourage taxi-sharing, or car sharing
- Provide information on how to get to the event without using a vehicle

CATERING/SUPPLIERS

- Ensure suppliers use minimal packaging
- Try to use local food vendors
- Include more vegetarian options
- Use reusable table cloths and cutlery (or biodegradable)
- Limit or eliminate use of bottled water (offer refillable jugs and tap water)
- Order in bulk
- Use bulk dispensers for cream, sugar, butter and other condiments as well as beverages
- Have delegates select meal options before the conference to reduce waste
- Compost or donate excess food (Refuse)
- Ensure that any animal products are free range and ethically produced
- Try to serve local food, as this not only supports the community, but reduces transportation
- Use fairly traded products for items such as tea, coffee and bananas

SOCIAL

- Use venues that are disability friendly e.g. wheel chair accessible, acoustics appropriate for hearing impaired etc
- Ensure you communicate emergency evacuation procedures to organizers and delegates
- Communicate local attractions and amenities to your delegates to benefit the local economy

Useful Links

Forest Stewardship Council

www.fsc.org

Refuse Resource Recovery

www.refuse.ca

University of Victoria Food Services

www.unfs.uvic.ca