

Green Event Checklist

Getting Started, Organization & Effort

- Appoint an individual/group to make the event environmentally friendly
- Include green tips in pre-event correspondence to help participants prepare:
 - Explain the event's goals
 - Alternative transportation information
 - Material reduction tips
 - Tell attendees what to expect at the event
- Announce greening measures to attendees
- Establish a place to put environmental suggestions – a green ideas box

Food and Beverages

- Aim to reduce food miles by using local rather than imported food and beverage supplies
- Plan menus using in-season, fresh, local, organic produce
- Request fair trade food suppliers
- Include a larger number of vegetarian options and advise attendees of these options
- Avoid unnecessary packaging and plastic bags
- Where appropriate, limit use of imported and bottled water
- Avoid single-serving containers of anything (condiments, sugar, cream, etc.)
- Encourage employees to bring their own cups, plates, utensils

Printed Material and Information

- Use new media and electronic technology to reduce paper use
- Offer all relevant information, presentations, papers and web links via electronic media
- When paper is necessary, encourage green choices:
 - Use recycled content paper
 - Print with vegetable-based ink
 - Make double-sided copies
 - Do not use goldenrod or fluorescent-colored paper (it is difficult, to impossible, to recycle)
 - Give attendees the option to refuse copies, recycle, or return unwanted copies at the end of the event

Waste Reduction and Recycling

- Make informed purchasing decisions and support use of recycled and biodegradable materials
- Separate trash from recyclables in clearly marked containers
- Ensure that event giveaway items are reusable and recyclable (reusable bags, water bottles, coffee mugs, etc.)