

GREEN EVENT CHECKLIST



All events are different and you should do your best to ensure that you've considered sustainability and environmental impact throughout each stage of the planning process. This green meeting checklist is a great starting point to help you know the right questions to ask and where to look to keep your footprint to a minimum.

TRANSPORTATION

NOTES

✓	Is public transportation available?	
	If cars are necessary, have you used hybrid or electric options?	
	Have you provided a shuttle service?	
	Have you promoted sustainable transport to staff and attendees?	
	Have you purchased or considered carbon offset initiatives?	

CATERING

	Is food organic?	
	Have you locally sourced ingredients?	
	Do you have an effective ordering system to ensure the right amounts?	
	Are you using reusable plates, cups?	
	Have you sourced bulk drinks containers and jugs?	
	Have you inquired about local initiatives to donate leftover food to?	
	Have you organised a food waste policy and composting arrangements with the caterer?	
	Are staff trained in waste disposal and recycling methods?	

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DECOR

NOTES

	Are you renting or using recycled materials?	
	Are you sourcing local floral?	
	Are you considering seasonal floral when working with a florist?	

WASTE MANAGEMENT

	Have you provided attendees with recyclable materials?	
	Have you upcycled, recycled or made any event elements yourself from previous materials? E.g. signage, food stations etc.	
	Are vendor ethos' in line with your own sustainability goals?	
	Have you clearly marked recycling or waste disposal areas making it easy for attendees to identify what goes where?	
	Have you got a monitoring system to avoid overflowing bins and to help attendees recycle?	
	Have you offered recycling to on-site vendors and suppliers?	
	Are there organic waste options?	
	Are staff trained in waste disposal and recycling methods?	
	Have you used e-invitations and online RSVP systems?	
	Has all waste been disposed of as you have set out to do? Taken to be recycled, composted, or to local initiatives?	
	Do you plan to do an event waste audit?	