



EVENT PLANNER SUSTAINABILITY CHECKLIST

Planning an environmentally friendly event is all about choices. We've gathered some tips from industry experts to help you plot a roadmap for amazing events that leave a lasting impact on your guests, not the environment

VENUE MANAGEMENT

Share your/your client's sustainability policy with your partners and vendors

ACTION
IN PLACE

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ACTION NOT
POSSIBLE

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MODIFIED
VERSION

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Keep lights and air conditioning set at % during move-in & move-out for energy efficiency

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Event signage should be made of recyclable board or digital

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Set up donation areas to donate leftover giveaways or products

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Event signage should be date/event neutral for reuse

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Utilize recycle / compost / landfill bins in high-traffic areas, including showroom floor

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Utilize water refilling stations rather than one-use plastic bottles

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EXHIBIT MANAGEMENT

Use a paperless online exhibitor service kit

ACTION
IN PLACE

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ACTION NOT
POSSIBLE

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MODIFIED
VERSION

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Use local nurseries that will allow live plant returns

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Utilize sustainable carpet that will be reused and then donated at the end of its lifecycle

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	ACTION IN PLACE	ACTION NOT POSSIBLE	MODIFIED VERSION
Encourage locally sourced vendors to be used for exhibit builds & supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event signage should be date/event neutral for reuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilize recycle / compost / landfill bins in high-traffic areas, including showroom floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilize water refilling stations rather than one-use plastic bottles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD & BEVERAGE

	ACTION IN PLACE	ACTION NOT POSSIBLE	MODIFIED VERSION
Use cloth linens & napkins rather than single-use paper/plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve with china, glassware & silverware or compostable items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimize waste & cost by ordering in bulk whenever possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request & discuss guarantees carefully to avoid excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider integrating edible landscaping into menus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request vegetarian menus to be made available - less red meat, more local vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange to donate excess food to local charities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtain locally sourced, sustainable & seasonal menus from caterers where available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use fair-trade coffee when available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discourage use of boxed lunches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure recycling / compost / landfill bins are available & clearly marked with instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WASTE MANAGEMENT

Set clearly labeled recycling/compost bins next to all landfill bins

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Order items in bulk to reduce your shipping & plastic wrapping

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Consider 'recycling' ambassadors at your event to help with any questions & assist with cleanup

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Encourage digital giveaways, QR codes, etc. to avoid paper waste

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Utilize LED signage wherever available

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Donate used amenities, giveaways & leftover food

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ACCOMODATIONS MANAGEMENT

Offer 'opt-out' option for housekeeping

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MODIFIED
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Ensure or request that trash & recycling bins be available in individual guestrooms

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Review hotel's energy management plan (lighting, programmable thermostats, motion sensors, etc.)

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Donate open bathroom amenities whenever possible

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Utilize emailed folio over paper at checkout

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Communicate any green initiatives that the hotel has in place with your guests

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Request that the Front Desk not use key card envelops when distributing room keys, or they should be a recyclable paper packet

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Choose a personalized and environmentally friendly credit in the hotel vs a room amenity for your guests

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TRANSPORTATION MANAGEMENT

Choose public transportation or shuttles whenever available

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IN PLACE

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ACTION NOT
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MODIFIED
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Encourage guests to walk when venues/hotels are within walking distance (consider a step challenge to incentivize)

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Look at options for electric/hybrid vehicles for transportation

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Instruct vehicle buses not to idle while waiting for guests

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Encourage recycling bins on vehicles when able

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Offer incentives for guests that use electric/hybrid vehicles or rideshares

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Consider a carbon offset donation for transportation emissions

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ADDITIONAL NOTES
