Green (climate- and environmentally-friendly) events: a checklist for organizers

Choice of venue	Yes/No
Does the venue fit the topic of the event? E.g. events that aim at teaching and raising climate and energy awareness should be held, if possible, in buildings designed or renovated this way, e.g. there should be natural light or energy efficient lighting available, renewable energy sources used, the design and furniture should reflect green living principles, etc.	
Is the venue centrally located? Is it easy to reach with public transport and/or by bicycle?	
Is there bicycle storage space available at the venue?	
Is it possible to turn off the lighting in rarely used rooms or when not needed?	
Is it possible to adjust the setting of the cooling and heating systems? Is the temperature adjusted to fit the season? Is it possible to turn the heating off in rooms that are not in use?	
Is there a person responsible for energy consumption on the premises, or is it automated to fit the purposes of efficient use?	
If relevant and appropriate, you may consider organizing a zero or nearly zero energy event. E.g. use only natural light, presenters are asked not to use laptops and projectors, etc. Be creative ☺	
ADD YOUR OWN...	

Transport, travelling of participants	Yes/No
Are participants encouraged to use environmentally-friendly means of transport (walking, cycling, public transport)?	
Do you facilitate ways in which participants can travel together – e.g. sharing cars?	
If travel costs of participants are reimbursed, do you give preference to support travelling by sustainable means, or do you reimburse those selecting more sustainable options using a higher reimbursement rate?	
ADD YOUR OWN...	

Organising, arrangement of the premises	Yes/No
Is the event planned to last for the minimum time required (thus, it is unnecessary for participants to spend more days than needed)?	
If participants need to stay overnight, do you select environmentally-friendly and local accommodation?	
If there is natural light for a long period of time during the event, do you make sure that lights are on only when it is absolutely necessary?	
Is there selective waste collection available on the premises? If not, can you organize it? And in addition to generally selectively collected waste, can you organize it for food waste? If selective collection is available, are participants aware of it? Are there appropriate signs posted for them?	
Are the decoration of the venue and the presentation materials environmentally-friendly and recyclable?	
Is the environmental impact calculated in any way? (e.g. carbon footprint) If yes, is there some kind of a compensation effort made? (e.g. planting of native fruit trees) Are participants involved in this somehow? (e.g. they are given some trees to plant) <u>Important note:</u> if the carbon footprint of the event is calculated and compensated for, make sure to pay proper attention to communicating it in a way that participants take the message "let's reduce the footprint of our event as much as we can and then take responsibility for the remaining impact together" and not "if we offset we can emit as much as we can and carry on with our unsustainable practices".	
Do you communicate your environmental impact minimising efforts related to the event to participants and presenters? (this may increase the positive impact of the event as participants can get inspired by you for their own future events)	
ADD YOUR OWN...	
Catering, food and drinks	**Yes/No**
Is catering provided by a local enterprise using environmental criteria or having an environmental certification?	
Are the products bought and served locally produced, seasonal and if possible organic/bio/fairtrade? Do you require the caterer to serve such food and drinks?	
At events, great quantities of coffee and tea are consumed usually. Is the coffee and tea you serve fairtrade and if possible also organic? Do you require your caterer to serve such drinks?	
Do you provide climate-friendly and green eating options? I.e. does the menu include vegetarian/vegan dishes? Instead of asking participants to say whether they are vegetarian/vegan, you can turn this around and ask meat eaters to tick boxes, and then mark meat-containing dishes at the event. This makes a very nice change to set behaviour at events ☺	

Do you ensure that the packaging of food and drinks is minimised, recyclable and that they really get recycled (usually by asking your caterer)?	
If possible, do you serve tap water in jugs rather than bottled water?	
To avoid and minimise food waste, are participants asked in advance which meals they would like to have? And do you serve smaller portions (sometimes this can be achieved by providing smaller plates)?	
Are leftovers reused either at the event or elsewhere (e.g. packed up for participants or as donations)?	
Is food waste separately collected?	
Are plates, glasses, cutlery, etc. environmentally-friendly? I.e. do you give preference to reusable and washable options over compostable and finally throw-away?	
ADD YOUR OWN...	
Materials, implementation	**Yes/No**
Do you use environmentally-friendly options for name badges? E.g. wooden pegs and pieces of paper instead of plastic	
At the end of the event do you collect the name badges from participants so that they can be used again?	
Do you print only those materials that are absolutely necessary, and other materials are made accessible electronically?	
Do you use eco-labelled paper for printouts? Do you use environmentally-friendly printing methods? (e.g. double-sided printing, environmentally-friendly ink, etc.)	
If you use a printing service, do you make sure to select an environmentally-aware printer? (e.g. one that operates a certified ISO 14001, EMAS system).	
Do you ask presenters and contributors to minimize their handouts and distributed materials?	
If you need extra materials for your event (e.g. coloured pens, flipchart paper, post-its, etc.) do you make sure to select eco-labelled and environmentally-friendly options?	
Do you collect and recycle discarded materials and gifts?	
Cleaning of the venue can also be environmentally-friendly: do you check if the venue uses such a service?	
ADD YOUR OWN...	