

GREEN MEETING CHECKLIST

Obviously, all meetings 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.

Before you use this checklist, always consider if a meeting is actually necessary or if remote or web conferencing would suffice.

TRANSPORTATION	Y	N	N/A
If cars are necessary, have you used hybrid or electric options?			
Have you provided a shuttle service?			
Are there good public transport links to the venue?			
Have you promoted sustainable transport to staff and attendees?			

VENUES	Y	N	N/A
Have you chosen a centralized location?			
Are there facilities for alternative transport parking e.g. electric car charging, coach bays for carpooling, bikes or safe walking routes?			
Does the venue have green initiatives or certifications of its own?			
Does it use any renewable energy sources e.g. solar panels?			
Are there energy saving measures already in place?			
Does the venue include accommodation or breakout rooms to avoid unnecessary travelling?			
Is your venue suitable for the size you need? Consider scaling down if not.			

CATERING	Y	N	N/A
Is food organic?			

Have you locally sourced ingredients?			
Do you have an effective ordering system to ensure the right amounts?			
Have you included digital ordering methods to reduce the need for paper menus?			
Are you using reusable plates, cups and crockery?			
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 staff and the venue?			

MISCELLANEOUS PRE-EVENT CONSIDERATIONS	Y	N	N/A
Are staff trained in waste disposal and recycling methods?			
Have you created a sustainability policy?			
Have you considered attendee powered experiences?			
Have you provided sustainable swag? E.g. seeds and paint-your-own plant pots			
Have you discussed sustainability efforts and expectations with suppliers?			

ENERGY USAGE	Y	N	N/A
Are you using drinkable taps or water fountains over bottled water?			
Are you using LED lighting or low watt bulbs?			
Have you considered attendee powered experiences?			
Have you purchased or considered carbon offset initiatives?			
Have you got processes in place to monitor water and energy use?			

OTHER RESOURCES	Y	N	N/A
Are you using drinkable taps or water fountains over bottled water?			

Are you using LED lighting or low watt bulbs?			
Where necessary, have you used double-sided printing?			
Have you tried to remove personalized information from printed documents so that they can be re-used?			
Have you provided attendees with recyclable materials? E.g. recycled paper notebooks.			
Have you upcycled, recycled or made any event elements yourself from previous materials? E.g. signage, food stations etc.			

WASTE MANAGEMENT	Y	N	N/A
Have you educated yourself on different terminologies to understand what they mean?			
Have you created a filter system to avoid greenwashing?			
Are you creating incentives for attendees to show their sustainability? E.g. prizes or rewards.			
Are sponsor 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 facilities?			

GREEN MARKETING AND PROMOTION	Y	N	N/A
Have you educated yourself on different terminologies to understand what they mean?			
Have you created a filter system to avoid greenwashing?			
Are you creating incentives for attendees to show their sustainability? E.g. prizes or rewards.			
Are sponsor ethos' in line with your own sustainability goals?			

Are you favouring digital marketing techniques? E.g. websites, social media or event websites?			
Have you used e-tickets and online RSVP systems?			
Are you promoting sustainability at the event itself?			

MISCELLANEOUS POST-EVENT CONSIDERATIONS	Y	N	N/A
Has all waste been disposed of as you have set out in your marketing? E.g. actually taken to be recycled, composted or to local initiatives.			
Are all lights, heating and energy sources turned off in the venue upon exit?			
Has all waste been removed from the venue and sorted accordingly?			
Have you ensured you sent digital surveys or feedback options to attendees?			
Have you collected lanyards and badge holders to be reused at the next event?			
Have you organized sufficient storage for leftover materials so they will be properly maintained before the next event?			