



# Sustainable Event Checklist

Planning an event or meeting takes work, and the task of making them more sustainable can be daunting. This checklist provides easy-to-follow tips and procedures for making an event or gathering more sustainable. Event organizers should consider each of the following actions when planning events:

## Communication & Giveaways

- ☐ Use electronic communications instead of paper for invitations, registrations, event programs, handouts, and follow-up communications.
- ☐ Incorporate sustainability messaging into pre-event communications by highlighting the event's sustainability goals. Encourage attendees and speakers to actively participate by bringing reusable bottles and supporting eco-friendly practices
- ☐ When printing is necessary, use double sided printing, and design reusable print materials by avoiding one-time dates and slogans.
- ☐ When opting for an event giveaway, offer giveaway items that are reusable and/or created from recycled materials.

## Food, Beverages, & Catering

- ☐ Consider catering from a locally owned establishment that supports sustainability.
- ☐ Offer vegetarian and vegan food choices.
- ☐ Consider serving beverages in pitchers or beverage dispensers instead of gallon containers and opt for reusable or compostable\* cups.
- ☐ Consider serving meals buffet style or serving foods that don't require single-use utensils or individual packaging.
- ☐ Consider composting food scraps at smaller events.
- ☐ \*Use reusable tableware when possible. If not possible, look for compostable or recyclable products made from renewable resources or post-consumer recycled material.

## Waste Reduction

- ☐ Encourage attendees and speakers to bring reusable bottles. Avoid single-use plastic products by opting for reusable tableware.
- ☐ \*Use reusable, recyclable, or compostable dishware and decorations.
- ☐ Choose the correct sizes and quantities of tableware and other supplies for your event type.
- ☐ Provide wooden stirrers and plastic straws by request only.
- ☐ Promote recycling at the event through clear signage and announcements.
- ☐ Have attendees take leftovers home or consider donating leftover food to a donation site.

*\* It is encouraged to use compostable products made from paper, sugarcane, bamboo, or other similar renewable resources. Avoid bioplastics, as they are not recyclable and not easily compostable.*

