

Green Event Checklist

15 THINGS YOU CAN DO TODAY



1

Ask for recycling at the facility

2



Ask for a towel reuse program at the hotel

3

Request no bottled water be served

4

Ask for all condiments and beverages to be served in bulk



5



Request leftover food be donated

6

Request water glasses not be pre-filled at banquets



7

Request china and linens for meals, no disposables



8

Ask if there is electronic signage in the meeting venue

9



Ask about sustainable local food

10

Reuse signage and create using sustainable material

11

Reduce printed material and use recycled content where possible



12

Reduce conference swag and use a sustainable source for any swag

13



Minimize packaging on all purchased products

14

Find a donation stream for leftover materials (think of end use when making purchases)

15

Communicate sustainability efforts and options to attendees

