

Back of House Checklist

A back-of-the-house tour of the event facility takes you behind the scenes and can help ensure that planned sustainable initiatives are taking place. Request a tour in advance for both site selection visits and onsite during the actual event.

Include the request in your RFP and contract with the facility. Use this handy checklist when touring.

Meeting & Sleeping Space

When touring the sleeping or meeting rooms, check on the sustainable practices in those areas.

- Environmentally friendly cleaning products are being used
- Recycling bins are available, or waste bins being sorted for recycling
- Paper products are made from recycled materials
- Low flow toilets and showers are in place
- Energy-saving lightbulbs and appliances are used

Kitchen

A visit to the kitchen will tell you about the food, how it is being prepared, how it is being served, and how food waste is handled. Your observations are critical to the sustainability initiatives and to the staff working diligently to make sure they happen.

- Food is locally sourced or organic (check produce boxes for origin location)
- Workers observing safe food preparation practices
- Packaging is minimized and condiments are being served in bulk
- Food waste is being composted
- Leftover food is being donated to a local food bank

Loading Dock

Ensure the tour includes the loading dock as this area is vital to ensuring environmental practices are undertaken. Without seeing the actual work in progress there is no way to verify the data collection.

- Separate bins (areas) for recycling, landfill, compost, and donations
- Recycling, landfill, and compost being correctly sorted
- Waste collection area clean and free of debris and potential dangers
- Vehicles are not idling