



Sustainable Event Survey for Event Venue RFPs

The Sustainable Event Survey for Event Venue RFPs has been designed to accompany your organization's Request For Proposal. Send this document along with the full RFP and request the venue fill it out and return. Answers will help planners understand the venue's level of sustainability and commitment.

POLICY-RELATED PRACTICES

- ☐ Does the property have a sustainability policy?
- ☐ Has the property earned a sustainability-related certification (such as LEED, Green Key Global, Green Seal, and ISO 14001)?
- ☐ Are all staff trained in the sustainability policy?
- ☐ Is the property able to measure the environmental footprint of guest rooms for the event (including all waste, water, energy)?
- ☐ Does the property have a workplace health-and-safety program?
- ☐ Does the property have an equal opportunity and anti-discrimination program that operates on a regular basis?

ENERGY-RELATED PRACTICES

- ☐ Do they have 100% efficient lighting installed or is a retrofit planned within two years?
 - ✓ Public Areas/Lobbies
 - ✓ Meeting Rooms
 - ✓ Exhibit Hall
 - ✓ Staff Areas/Back of House
- ☐ Is a 100% of the event space's HVAC centrally controlled for efficiency, managed through in-room sensors, or conserved manually by staff who adjust to efficient settings?

WATER CONSERVATION

- ☐ Are public sinks and toilets 100% efficient or is a retrofit planned within two years?

WASTE MANAGEMENT

- ☐ Is recycling available in:
 - ✓ Public Areas
 - ✓ Event Space
- ☐ Is composting available in:
 - ✓ Public Areas
 - ✓ Event Space
- Do you recover:
 - ☐ Plastic Containers
 - ☐ Rigid PVC plastic (Sintra)
 - ☐ Paper (newspaper, magazines)
 - ☐ Foamcore
 - ☐ Cardboard
 - ☐ Scrap Metal
 - ☐ Carpet/Padding
 - ☐ Wood/Crates
 - ☐ Reusable and or non-recyclable items for donation (furnishings, exhibits, office supplies)

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SUSTAINABLE-PURCHASING PRACTICES

- ☐ Does the property use minimum 30% post-consumer recycled content paper towels and toilet paper?
- ☐ Does the property have fountains or large drinking-water containers as an alternative to individual disposable bottles?

COMMUNICATION

- ☐ Are sustainability initiatives communicated to planners during the sales process or during the planning process?
- ☐ Are sustainability initiatives communicated to suppliers during the planning process?
- ☐ Are sustainability initiatives communicated to participants during the event (i.e. onsite signs)?

DURING MEALS AND BREAKS

For which items are bulk containers used?

- ☐ Sugar
- ☐ Condiments
- ☐ Cream/Milk
- ☐ Dressings/Sauces
- ☐ Jam/Jelly
- ☐ Juice/Iced Tea

For which F&B events are reusable plates, servingware, and silverware used?

- ☐ Meals
- ☐ Breaks
- ☐ Receptions

FOOD WASTE REDUCTION

- ☐ Does the kitchen use catering history to inform its orderdering?
- ☐ Does the kitchen serve smaller portions?
- ☐ Does the kitchen avoid pre-pouring beverages?
- ☐ Does the banquet staff wait to replenish buffets until serving dishes are empty?
- ☐ Does the kitchen reduce the use of ice?
- ☐ Does the kitchen use smaller bulk serving containers and refresh more frequently?

FOOD DONATION PRACTICES

- ☐ Food typically is donated if it is nonperishable.
- ☐ Food typically is donated if it is perishable.
- ☐ Food typically is given to staff if it is nonperishable.
- ☐ Food typically is given to staff if it is perishable.