

GREEN EVENT CHECKLIST

15 THINGS YOU CAN DO TODAY

1

Ask for recycling at the facility



6

Request water glasses not be pre-filled at banquets



11

Reduce printed material and use recycled content where possible



2

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



7

Request china & linens for meals, no disposables



12

Reduce conference swag and use a sustainable source for any swag



3

Request no bottled water be served



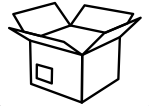
8

Ask if there is electronic signage in the meeting venue



13

Minimize packaging on all purchased products



4

Ask for all condiments and beverages to be served in bulk



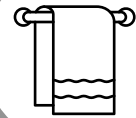
9

Ask about sustainable local food



14

Ask for a towel reuse program at the hotel



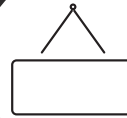
5

Request leftover food be donated



10

Reuse signage & create using sustainable material



15

Communicate sustainability efforts & options to attendees

