

Green events checklist - 2

An introduction into how to make events green

Exhibition production

- Ensure that energy saving techniques are employed in the exhibition hall, encourage exhibitors to turn off all electrical devices at the end of each day.
- Use low energy equipment (computers, monitors, projectors, etc.) whenever possible.
- Train clean-up crews to sort recyclable and reusable items from the rubbish and ensure that there are collection areas for each type of material.
- Choose decorations and display materials that can be reused.
- Create signage that can be reused at future events.
- Provide collection bins for delegate name badges.
- Ask exhibitors to print on recycled paper, using vegetable-based inks and give away items made of recycled or recyclable materials.

Communications and marketing

- Prepare an environmental policy for the event and share it with everyone involved – from vendors, presenters, attendees, and management staff.
- Make a list of your specific green initiatives and communicate those to the media.
- Use electronic media to promote the event and handle registration information.
- Ask presenters and vendors to minimize paper handouts by having them refer people to their website or physical location instead.
- Post conference proceedings online rather than handing out notebooks and binders.

Food and beverage options

- Plan food requirements to avoid unnecessary waste (e.g. use event registration form to obtain information).
- Ask that all condiments and service items be served in bulk, rather than in individual packages.
- Offer fair-trade tea/coffee and provide tap water as an alternative.
- Provide fruit as an alternative to sweet desserts.
- Have leftover food donated to charity or send for local composting.
- Request local organic meats and seasonal local produce whenever possible. Use fish from sustainable sources.
- Use reusable cups, mugs, cutlery, dishware, glasses and linens.
- Choose centerpieces that are reusable, such as living plants, and give them away as prizes.
- Cater for dietary requirements, offer vegetarian selections and allow attendees to make food choices that limit food waste

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