



green
check list
for business
events

Planning and policies

- Prepare a written environmental policy for your event which can be shared with suppliers, delegates and speakers.
- Estimate the total carbon footprint and plan to offset the carbon emissions produced at the event. Detail this in your costing so it is clear to the client.
- Look at past event energy use and wastage and find ways of reducing this. Track your results after the event.
- Plan your event precisely (looking at numbers, duration, size of venue and number of rooms required) then select the right venue to fit, so you use minimum energy and resources.
- Ensure your tender clearly states your commitment to the environment and request all respondents to outline their policies.
- Establish a policy that encourages all suppliers to submit proposals and quotes electronically.
- In all communications with exhibitors and contractors request that waste and packaging be reduced.

Travel selection

- Consider using airlines with offset programs.
- Travel with companies that are implementing green policies.
- Fly visitors by the shortest route possible, not just the most affordable.
- Choose a venue that is easily accessible by public transport or by foot.
- Accurately monitor the number of delegates needing transport at each stage of the event and match this to the transport vehicle size.
- Offer day or weekly traveller tickets to promote public transport use.
- Use delegate shuttles and where possible use hybrid vehicles.
- Consider bike use by providing bike racks and a bike concierge.
- Reduce site inspections and use local scouts to gather information.
- Offset carbon emissions for transport.

Venue selection

- Give preference to venues with a sound environmental policy.
- Work with the venue to ensure lights and air conditioning are switched off when not in use.
- Consider venues that use 100 percent accredited GreenPower and that can be accessed by public transport.
- Choose venues that have environmental accreditation eg. Green Star ratings or Green Globe accreditation.
- Consider venues that use as much natural light and natural ventilation as possible.
- Find out if the venue is taking steps to improve or establish its accreditation.
- Ensure the venue has good waste reduction procedures and uses biodegradable supplies.
- Ensure the venue supplies separate bins for delegates to be active recyclers.

Accommodation

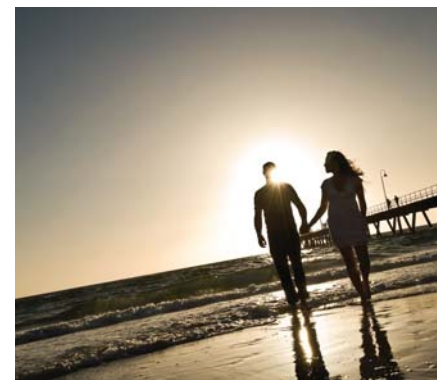
- Use or recommend hotels within walking distance of the venue and with proactive waste, water and energy management practices.
- Power and water supply.
- Ensure toilet suppliers are using grey water and correctly dispose of black water.
- Ensure all equipment, in particular in exhibitions, is turned off at night.
- Consider limiting air conditioning at venues during the set-up and pack-down phase. Investigate alternatives to air conditioning during the event.
- Hold the event during the day to utilise natural light and reduce power consumption.
- Ensure suppliers use modern, energy efficient technology.

Printed material and information.

- Use new media and electronic technology to reduce paper use.
- Collect and reuse name badges.
- Offer electronic registration and market electronically via website and email.
- Use recycled paper (post consumer waste) and print on both sides using vegetable inks.
- Offer all relevant information, presentations, papers and web links via electronic media.
- Consider requesting delegates bring their own pens and note pads.
- Consider using SMS to give seating and registration details.

Activities

- Plan to include sessions on relevant environmental issues.
- Offer off-site activities that are naturebased with minimal environmental impact.
- Suggest a community activity for delegates which helps restore the environment.
- Give an eco-friendly award to the greenest exhibitor.



Food and beverages

- Ask to see the green policy of the hotel or caterer.
- Aim to reduce food miles by using local rather than imported food and beverage supplies.
- Plan menus using in-season, fresh, local, organic food.
- Request fair trade food suppliers.
- Include a larger number of vegetarian options and advise delegates of these options.
- Select fish from sustainable fish supplies.
- Avoid unnecessary packaging and plastic bags.
- Ask caterers to provide reusable table cloths, crockery and cutlery.
- Where appropriate limit use of imported and bottled water.
- Use water glasses plus jugs with tap water.
- Where possible use bulk dispensers for sugar, salt, condiments and sauces. Avoid individually wrapped sweets.
- Ask delegates to sign up for the meals in advance to avoid food wastage.
- Allow attendees to pre-select a meal size, offering smaller meals options.

Waste reduction and recycling

- Reduce waste by keeping track of attendance and tailoring supplies and food according to final numbers.
- Make informed purchasing decisions and support use of recycled and biodegradable materials.
- Encourage delegates to separate waste.
- Reduce use of gift bags or satchels.
- Ensure excess food is donated to charity or composted.
- Ensure non-toxic cleaning materials are used at the venue.
- Create incentives for suppliers to return excess or unused products.
- Educate delegates about how they can assist to reduce waste.

Source: Tourism Australia. Tourism Australia produced this checklist to assist business events organisers to plan and deliver cleaner and greener events.