Sustainable Event Checklist

Eugene Waste Prevention

INSTRUCTIONS: This checklist and links can be used as an event sustainability planning tool and resource. For sustainability efforts or initiatives that are not on this list, please write a description in the "Other" section.

	BASIC ELEMENTS	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
R1	Develop a written Sustainability Policy and a Sustainability Plan for your event.	☐		Copy of plan and policy
R2	Complete a Sustainability Report.	☐		Completed Report
R3	Provide recycling and compost for pre-consumer food waste.	☐		Photos
R4	Polystyrene (Styrofoam) is not used at the event.	☐		Statement/photos
R5	Use paper with 30% post-consumer recycled content for all printed materials.	☐		Vendor PO/Invoice
R6	Accurately measure attendance for the event and incorporate attendance into Sustainability Report.	☐		Written Statement or press releases

	Section 1: Planning and Communication	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
1.1	Utilize at least 2 non-print forms of media or communications (websites, social media, etc.) in lieu of printing.	☐		Copy of report
1.2	Offer any coupons or promotions available online (e.g. virtual goody bags) rather than distributing swag bags to event participants.	☐		Statement
1.3	Educate event participants about the event's sustainable features through the use of a booth or social media campaign.	☐		Photos/Invoices/Written statement

	Section 2: Procurement	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
2.1	Use paper with 70% post-consumer recycled content for all printed materials.	☐		Vendor PO/Invoice
2.2	Offer condiments in refillable containers or bulk containers/bottles instead of individual packets.	☐		Photos
2.3	Print signage on recycled content, compostable, or reusable materials.	☐		Vendor PO/Invoice/Written Statement
2.4	Give event participants and volunteers an opportunity to opt-out of receiving event mementos.	☐		Screen snapshot; provide URLs
2.5	Use name badges printed on recycled paper and/or recycled name badge holders. Or recycle/reuse name tag holders, lanyards, wristbands, ID cards, etc.	☐		Vendor PO/Invoice/Written Statement

	Section 2: Procurement	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
2.6a	Use locally sourced food (100 miles), 15% of total dollars spent on food.	☐		Vendor statement
2.6b	Use locally sourced food (100 miles), 30% of total dollars spent on food.	☐		Vendor statement
2.6c	Use locally sourced food (100 miles), 50% of total dollars spent on food.	☐		Vendor statement
2.7a	Employ a BRING RE:think Business supplier, service provider or vendor.	☐		Vendor PO
2.7b	Employ a Love Food Not Waste business, vendor, or supplier	☐		Vendor PO
2.7c	Employ a Blue Path supplier, service provider or vendor.	☐		Vendor PO
2.8a	Provide event staff with t-shirts sourced from recycled materials or organic cotton, or offer an opt-out option.	☐		Vendor PO/written statement
2.8b	Offer at least one item with a sustainable attribute or include reusable water bottle.	☐		Screen snapshot; provide URLs
2.9	Direct attendees and participants to local lodging and dining options using event website or social media.	☐		Vendor PO/written statement

	Section 3: Resource Management	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
	Water			
3.1	Bottled water is not sold at event. Provide multiple water fountains or water filling stations and encourage participants to bring and fill up their own water bottles.	☐		Photos
	Energy and Carbon Management			
3.2	Provide bike valet.	☐		Photos/Invoices/Written statement
3.3	Promote an alternative transportation option (i.e. hybrid, electric, bike, ride sharing or LTD system) for support staff and fans.	☐		Photos/Written statement/Screen snapshots
3.4	Purchase EWEB Greenpower blocks.	☐		Invoice
3.5	Use biodiesel for generators or other equipment. (B20 or higher)	☐		Invoice
3.6	Purchase or rent solar powered or human-powered systems to supply power to the event.	☐		Photos/Invoices
3.7a	Contract with event venue/local licensed hauler to sort recycling/trash and food waste	☐		Vendor PO
3.7b	Contract with waste management vendor to sort recycling/trash and food waste	☐		Vendor PO
3.7c	Enlist volunteers to sort recycling/trash and food waste .	☐		Photos/Written statement
3.8a	Track and evaluate greenhouse gas emissions from attendee and participant travel to and from the event.	☐		Screenshots/Written statement
3.8b	Encourage attendees and participants to purchase carbon offsets for travel to and from the event.	☐		Photos/Written statement/Screen snapshots

	Section 4: Access and Equity	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
4.1	Event has written access and equity policy	☐		Written statement
4.2	Develop an outreach initiative an plan to increase under represented group's participation.	☐		Photos/Written statement

	Section 5: Community Legacy	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
5.1	Create a food recovery plan and donate food items to food banks if there are leftovers.	☐		Statement or receipt of donation from food bank/Food vendor agreement
5.2	Produce an economic impact report.	☐		Impact statement
5.3	Educate event participants about sustainable behavior in their home or business.	☐		Photos/Copy of educational materials
5.4	Provide donation to a local non-profit (excludes organizing body for event).	☐		Statement or receipt of donation
5.5	Create legacy project as part of event.	☐		Photos/written statement

	OTHER	ITEM	STAFF LEAD	EXAMPLES OF DOCUMENTATION
O.1	Other:	☐		Invoices/Written statement/Photos
O.2	Other:	☐		Invoices/Written statement/Photos
O.3	Other:	☐		Invoices/Written statement/Photos
O.4	Other:	☐		Invoices/Written statement/Photos
	TOTAL POINTS			

NAME OF APPLICANT/EVENT ORGANIZER/PRODUCER

EVENT NAME

EVENT DATE   LOCATION