Green Events Checklist

Use this checklist to help ensure your event is as environmentally sustainable as possible.

Event / activity:	**Date:**
_____	_____

Before the Event

Planning and delivery

☐Ensure all members of the planning team are aware of this document and are committed to completing sustainable actions

☐Ensure all members of the team and event are familiar with the UN Sustainable Development Goals

☐Consider whether the event (or elements of it) could be delivered virtually to reduce travel, materials, and printing, and to support wider access

☐Use electronic invitations, registration, and promotion materials

☐Review and follow the Green Procurement Guide

☐Select an accessible venue that can be reached by public transport, walking or cycling.

☐If using uniforms, consider if non-branded and Fairtrade-certified options are feasible

☐Review and apply Inclusive Meetings and Events Guidance

Attendees

☐Encourage attendees to bring reusable items (e.g. water bottles, cups, bags, lanyards, devices for notes)

☐Promote sustainable travel (walking, cycling, public transport, car share)

☐Discourage flying, particularly domestic flights; encourage justification and offsetting where necessary

☐Recommend environmentally certified accommodation for overnight stays

During the Event

Materials and resources

☐ When working with external venues or suppliers, ask about their waste, energy, food and accessibility arrangements.

☐Minimise printing. Print double-sided, in black and white, on recycled/certified paper

☐Use reusable or repurposed signage and materials

☐ Borrow, share, repair or hire equipment where practical

☐ Avoid one use plastics and environmentally harmful items such as balloons

☐Use digital alternatives (e.g. screens, projectors) instead of paper flip charts

☐Turn off lights and equipment when not in use

☐ Avoid unnecessary branded merchandise and giveaways.

Catering

☐ Offer vegetarian, vegan and low carbon food options, and consider making plant-based food the standard choice.

☐Use Fairtrade-certified tea, coffee, chocolate and relevant products

☐ Choose seasonal, locally sourced and responsibly produced food where affordable and practical.

☐Use reusable crockery, glassware, and tableware where possible

☐Plan for leftover food and encourage use of take away containers

☐Plan to cater carefully to minimise waste and identify options for reuse or donation

☐Provide tap water and highlight nearby water refill points

Waste and engagement

☐Ensure clearly labelled recycling, food, and general waste bins are available and visible

☐Remind attendees how to use waste facilities correctly

☐Encourage participation in sustainable practices to attendees and exhibitors

☐Where appropriate, include opportunities to learn about or engage with sustainability

After the Event

☐ Knowledge share and promote sustainable practices (e.g. Green Spaces programme, internal communication

☐ Review the event and think about ways to reduce the impact of the next activity

☐Engage with and provide feedback with the BU Sustainability Team at sustainability@bournemouth.ac.uk