

# ACTION CHECKLIST: EVENTS

CATEGORY	CONSIDERATIONS	QUESTIONS TO ASK
<p><b>DISPOSABLE COFFEE CUPS</b></p> <p>Yes, even the paper ones!</p>	<p>Offer reusable ones that you hire from the venue or outside.</p> <p>Offer a free reusable coffee cup such as a Keep cup.</p> <p>Ask your attendees to bring their own!</p>	<p>Are there reusable cups on site that can be provided with a collection/washing service?</p> <p>Can attendees be asked to bring their own in a creative way?</p> <p>Can we provide nice, high value branded reusables that the attendees take responsibility for (being able to write their name on it helps)?</p>
<p><b>DISPOSABLE CUTLERY</b></p> <p>Yes, even the biodegradable ones!</p>	<p>Hire from your catering company - they must offer this as a service!</p> <p>Offer finger food so that cutlery is not needed.</p> <p>Provide free portable reusable cutlery as a gift to your attendees in their promotional bag.</p>	<p>Can we have reusable silverware at our venue or hire some in?</p> <p>Can we ask our attendees to bring their own in a creative way?</p> <p>Can we offer finger food that reduces the need for cutlery all together?</p>
<p><b>DISPOSABLE PLATES</b></p>	<p>Hire reusables from your catering company, venue or outside provider.</p> <p>Bulk buy and reuse for other events.</p> <p>Ask people to bring their own.</p>	<p>Can we eliminate the need for plates all together?</p> <p>Can we get a reusable service?</p> <p>Can we provide food in a unique way that enables reuse?</p>
<p><b>WATER &amp; DRINK CLASSES</b></p>	<p>Do not use bottled water.</p> <p>Offer filtered tap water and glasses, or have water stations set up.</p> <p>Try and get them to reuse the provided coffee cup for other beverages (yes, even wine).</p>	<p>Does our venue offer a water station service?</p> <p>Do they have reusable glasses we can offer?</p> <p>What other unique ways can we offer hydration without single use?</p>
<p><b>LANYARDS</b></p>	<p>Get high quality reusable ones and then provide a take back service at the exit to the conference.</p> <p>Make sure you reuse them at your next event!</p>	<p>Do we even need these to have a successful event?</p> <p>Can we find a unique way to provide name tags, such as on a take home cup?</p> <p>How can we reduce the materials needed to have a lanyard?</p>
<p><b>EVENT SIGNAGE</b></p>	<p>Design your signage so you can reuse it, but keep a blank space to add your event title to it so you are not reprinting each time you have an event.</p> <p>Most vinyl that signs are not recyclable, so find a place to donate it for product production at the end of life.</p>	<p>Does it even need to be printed?</p> <p>Can it be printed on reusable materials?</p> <p>Is there a sustainable printer you can use who uses recycled and certified materials?</p> <p>What can you do with it afterwards so it can be reused?</p>
<p><b>GIVEAWAY PROMOTIONAL BAGS / PRODUCTS</b></p>	<p>Don't give people things they don't need like another conference pen or notebook!</p> <p>Find unique local handmade products that will be memorable.</p> <p>Make the gifts things that they will need for the event, like beverage containers, that they will also be proud to use later on.</p>	<p>Are there locally-produced sustainable goods we can offer instead of overseas produced ones?</p> <p>Can we offer less things that have a higher value and will be used?</p> <p>Is this really going to help achieve our goals or just create more things people don't need?</p>
<p><b>CATERING</b></p>	<p>The less meat you can offer, the better your entire impact is. All chefs can prepare interesting and nutritious vegetable-centric food!</p> <p>Compost food waste.</p> <p>Ensure you reduce the packaging and plastic as much as possible and request reusable/washable containers.</p>	<p>Can we get our caterers to provide food in reusable platters/containers?</p> <p>How can we offer nutritious, delicious and low-impact food? (vegetarian and vegan are best)</p> <p>Can we source local produce?</p> <p>How do we provide a unique food experience with zero waste?</p>