

# The Sustainability Checklist - for the event industry

Your Green Checks ☒ for more Sustainability



## 1. Environmentally Friendly Arrival

- ☐ Are attendees comprehensively informed about eco-friendly travel options?
- ☐ Do you cooperate with a green ticketing partner to offset all travel and transportation?
- ☐ Do your tickets include free use of public transportation?
- ☐ Do you offer event tickets together with railway and bus operating companies?

## 2. Energy Efficiency

- ☐ Do you monitor your energy consumption holistically for optimal energy efficiency, starting with the office to transportation and also the event itself?
- ☐ Do you calculate your individual electricity consumption at events?
- ☐ Do you favor renewable energies and green electricity?
- ☐ Do you use LED technology?
- ☐ Do you consider efficiency and optimum capacity during transport?
- ☐ Are your service providers committed to sustainability?

## 3. Sustainable Purchasing, Use and Recycling

- ☐ Do you take ethical and environmental consequences into account when making purchasing decisions?
- ☐ Do you avoid purchases that lead to deforestation, soil or water pollution or human exploitation?
- ☐ Do you minimize packaging waste?
- ☐ Do you avoid pointless one-way promotional gifts from sponsors or the like?
- ☐ Do you choose recycled materials?
- ☐ Do you verify the ethical sources of new materials?
- ☐ Have you considered reusing or recycling new materials?
- ☐ Do you provide clearly marked, coloured containers with multilingual labels for easy separation?  
Also for food waste?

## 4. Food and Beverage

- ☐ Do you prefer regional and seasonal foods?
- ☐ Do you always choose local, organic food producers and beverages from organic suppliers and companies that reinvest part of their revenue back into sustainable projects?
- ☐ Are all meat, fish or dairy products certified and traceable?
- ☐ Do you take into account the trend towards vegetarian and vegan diets?
- ☐ Are you implementing procedures to collect and redistribute surplus food?
- ☐ Do you completely avoid products containing palm oil?
- ☐ Do you provide tap water for refills?
- ☐ Do you look for fair trade products such as tea, coffee, sugar or chocolate with the relevant seal (e.g. Fair Trade or Rainforest Alliance)?

## 5. Plastic

- ☐ Have you banned disposable plastic water bottles, plastic cups, plastic drinking straws, plastic bags, unnecessary packaging and polystyrene from your event?
- ☐ Do you provide reusable tableware?
- ☐ Do you avoid food with excessive or non-recyclable packaging?

**Sustainable Event Solutions**

A Subsidiary of Stefan Lohmann – Talent Buyer & Booking Agent

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## 6. Reducing Water Consumption and Pollution Risks

- ☐ Have you taken steps to reduce wastewater and excessive use of water?
- ☐ Do all participants use only environmentally friendly cleaning products?
- ☐ Have you taken preventative measures to avoid potentially harmful soil and water contamination?
- ☐ Are the sanitation facilities at external locations environmentally friendly, clean and sufficient to meet demand?



## 7. Ethical Towels, Clothing and Merchandise

- ☐ Are towels, clothing and merchandise made of ethically and ecologically correct fibres, such as organic cotton, and are they sustainably produced?

## 8. No Unnecessary Printing, Only Recycled Paper

- ☐ Do you avoid unnecessary printing? Do you use digital info material and event apps?
- ☐ Do you only use certified, ethically produced or recycled paper? For toilet paper as well as napkins, tickets or access passes?
- ☐ Is the ink used for necessary printing bio-based?

## 9. Local Accommodation and Hotels

- ☐ Do you ensure short distances between venue and accommodation?
- ☐ Do you give precedence to accommodations with an environmental certificate or low environmental impact?

## 10. Local Transport/Shuttle Service

- ☐ Do you ensure the best possible needs-based and environmentally friendly transfers?
- ☐ Do you carefully select transport options in terms of equipment, accreditation and schedules?
- ☐ Do you use electric/hybrid vehicles or shared shuttles?

## 11. Barrier Free, Social Justice, Inclusion

- ☐ Do you consider the aspects of barrier free accessibility, equal rights and inclusion?
- ☐ Is the signage sufficient and easy to read?
- ☐ Do you offer a sign language interpreter for the deaf?

## 12. Targeted Communication for 360° Sustainability

- ☐ Do you pursue transparent, sustainable communication and information strategies that appeal to the public as well as to all service providers?
- ☐ Do you provide assistance, information, deposit systems or other waste avoidance benefits along with additional sustainable customer loyalty tools?
- ☐ Do your event promoters have a sustainable profile?
- ☐ Do you use environmentally friendly printing practices for unavoidable flyers, posters and advertising?

## 13. CO<sub>2</sub> Emissions Measurements and Offset

- ☐ Do you measure your CO<sub>2</sub> emissions?
- ☐ Do you implement decisive steps and improvement potentials from those measurements?
- ☐ Do you collaborate with professional offset companies and suppliers for a successful sustainability strategy?



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