

Green Event Check-List

China Luxury Travel Network provides the following guideline to assist event planners to plan and deliver cleaner and greener events. It is based on the following core principles: reduce waste, reuse and recycle, then offset the carbon emissions.

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
- In all communications with exhibitors and contractors request that waste and packaging be reduced

Travel selection

- 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
- 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 Green Power and that can be accessed by public transport
- Choose venues that have environmental 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

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 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 utilize natural light and reduce power consumption
- Ensure suppliers use modern, energy efficient technology

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
- 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

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 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

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

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