GREENING YOUR EVENT CHECKLIST

Venue Selection

☐ Select a LEED certified or energy efficient building/venue
☐ Choose a convenient venue that is centrally located for all attendees
☐ Turn off lights when not in venue
☐ Turn off audio/visual when not in venue

Housing

☐ Choose a LEED certified building with a green roof
☐ Select a housing facility that measures energy usage
☐ Encourage guests to turn off lights when not in room
☐ Opt for a housing location that is close to event venue
☐ Ask if energy efficient light bulbs are used
☐ Request that guests reuse linens/ towels for the duration of their stay
☐ Ask if organic toiletries are available

Transportation

☐ Select a conference destination that is easily accessible by all attendees
☐ Use mass transit (CTA, Metra, el)
☐ Offer shuttle or bus service for conference guests
☐ Encourage carpooling or taxi sharing
☐ Provide guests with walking/ bike maps and information on Chainlinks, Loyola’s student run bike rental social enterprise

Food & Beverage

☐ Prohibit the usage of bottled water; give guests a reusable water bottle upon arrival with a map of refill stations
☐ Request reusable plates, glassware, cutlery, tablecloths, and napkins
☐ Ensure all staff are trained on separating recyclables
☐ Request that attendees RSVP to get accurate guest count and only order that amount of food
- Reduce meat items and serve vegan, vegetarian, or seafood items
- Consider serving local produce and organic menu items
- Avoid ordering items that are individually packaged (i.e., individual packets of cream, sugar, etc.)
- Have leftover food donated to food shelter

**Communication**

- Send all conference correspondence to attendees electronically
- Use electronic documents/file sharing
- Offer an event application for conference attendees to access during event
- Use double-sided printing on 100% recycled paper, when necessary
- Promote using laptops/iPads for note taking
- Reuse signage
- Have attendees bring their own name badges
- If using bags, purchase organic reusable cotton or bags made from 100% recycled materials