



CONFERENCE SERVICES

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