



**Center  
of Excellence  
for Sustainability**

# Sustainable Event Certification Checklist v.1

## *How to Get Certified*

**Step 1:** Review the checklist in its entirety to familiarize yourself with the framework.

**Step 2:** Fill out each line to reflect your event plan. Remember to start as early in the planning process as you can and *save file often*.

**Step 3:** When you are done filling out this form, you will see your score at the bottom of the page. Review and make any changes.

**Step 4:** Once complete, send form to [ces@acg.edu](mailto:ces@acg.edu) for final review and official sustainable event certification.

| Event Details            |                         |            |
|--------------------------|-------------------------|------------|
| Event Name               |                         |            |
| Event Location           | Event Date              | Event Time |
| Event URL (if available) | Expected # of Attendees |            |
| -                        |                         |            |
| Contact Information      |                         |            |
| Name                     | Department/<br>Office   |            |

|       |              |
|-------|--------------|
| Email | Phone Number |
| -     |              |

## Policy

Setting a sustainability policy outright--and then amplifying this policy across all planning areas--will help minimize resource consumption, maximize reuse of materials, and spread awareness of the event's commitment to sustainability.

|                           |   | Score         | Available Points |
|---------------------------|---|---------------|------------------|
| <b>Implementation</b>     |   |               |                  |
| P.1                       | Event planners confirm adherence to the ACG Sustainable events policy   | Choose Answer | 1                |
| P.2                       | Event planners have considered sustainability when submitting requests to the Purchasing office and, if appropriate, incorporated in into contract language | Choose Answer | 1                |
| P.3                       | Event planners have taken the ACG Sustainability Pledge and have considered the online signing of the pledge by participants during the event               | Choose Answer | 1                |
| <b>Promoting</b>          |   |               |                  |
| P.4                       | Event planners are confident in their sustainability awareness levels and have committed to educating participants during /after the event (if appropriate) | Choose Answer | 1                |
| P.5                       | Event is promoted, once certified, as a "Sustainable Event"   | Choose Answer | 2                |
| P.6                       | Giveaways or gifts are eliminated or replaced with environmentally responsible options  | Choose Answer | 1                |
| <b>Policy Total Score</b> |   |               | <b>7</b>         |

## Materials

Successful sustainable waste management diverts materials from landfills and incineration by minimizing resource consumption and maximizing reuse.

|   |   | Score         | Available Points |
|---|---|---------------|------------------|
| <b>Paper/Printed Materials/ Promotional</b> |   |               |                  |
| M.1   | Pre- and post- event communication is done electronically     | Choose Answer | 2                |
| M.2   | Promotion and advertising of the event is done electronically | Choose Answer | 1                |





|            |  |               |   |
|------------|--|---------------|---|
| <b>M.3</b> | Event can be labelled as completely PaperLess  | Choose Answer | 3 |
| <b>M.4</b> | Event has minimized total paper use/consumption ( if answer above is yes, choose N/A)                          | Choose Answer | 2 |
| <b>M.5</b> | Labelling (name badges sleeves, lanyards etc.) is collected at the end of the event for re-use or recycling    | Choose Answer | 1 |
| <b>M.6</b> | Banners and signage are not date or venue/location restricted and can be re-used                               | Choose Answer | 1 |
| <b>M.7</b> | Printed materials are printed on recycled material/paper   | Choose Answer | 2 |
| <b>M.8</b> | Printed materials have been printed on both sides, using wide margins and if possible on smaller paper formats | Choose Answer | 2 |
| <b>M.9</b> | Grayscale printing is preferred over colour printing   | Choose Answer | 1 |

### Waste

|             |   |               |   |
|-------------|---|---------------|---|
| <b>M.9</b>  | Reusable materials have been used for decorations (including but not limited to centerpieces, tablecloths, decor etc.)    | Choose Answer | 2 |
| <b>M.10</b> | Attendees RSVP or are registered prior to the event in order to avoid excess procurement and waste                        | Choose Answer | 1 |
| <b>M.11</b> | Waste Streams (recyclables, compostables, residual) are clearly labelled  | Choose Answer | 1 |
| <b>M.12</b> | Event planners have ensured appropriate access to recycling bins for the entire event                                     | Choose Answer | 1 |
| <b>M.13</b> | Unused items at the end of the event are stored for reuse or exchange   | Choose Answer | 2 |
| <b>M.14</b> | Limit the amount of materials exhibitors can bring in and ask for exhibitors to take-back waste or non-reusable materials | Choose Answer | 1 |
| <b>M.15</b> | Ensure any packaging materials are minimal, reusable and/or recyclable  | Choose Answer | 2 |

### Materials Total Score

25

## Catering

Promoting sustainable food practices is integral to the resilience of our planet, its economies, and its people. We can improve human and environmental health by making well-informed, sustainable decisions.

|            |   | Score         | Available Points |
|------------|---|---------------|------------------|
| <b>C.1</b> | Event planners have made arrangements for food and products that are grown and produced locally | Choose Answer | 2                |
| <b>C.2</b> | Event planners have made requests that food, products, and/or ingredients are certified organic | Choose Answer | 2                |
| <b>C.3</b> | Tea and/or coffee offered is certified Fair Trade   | Choose Answer | 1                |



|                             |   |                               |           |
|-----------------------------|---|-------------------------------|-----------|
| C.4                         | Event planners have ensured for catering according to various social/ethnic/personal dietary restrictions             | <a href="#">Choose Answer</a> | 1         |
| C.5                         | Food offered consists mainly of vegetarian options  | <a href="#">Choose Answer</a> | 2         |
| C.6                         | Catering does not include provision of single use cutlery / dishes/ cups / straws                                     | <a href="#">Choose Answer</a> | 1         |
| C.7                         | Event has no bottled water  | <a href="#">Choose Answer</a> | 3         |
| C.8                         | Food and condiments served in bulk rather than single-serving containers  | <a href="#">Choose Answer</a> | 2         |
| C.9                         | If above options cannot be implemented, have the event planners make sure that all materials used are 100% recyclable | <a href="#">Choose Answer</a> | 1         |
| C.10                        | Attendees emailed prior to event and encouraged to bring own water bottles and/or dishware                            | <a href="#">Choose Answer</a> | 1         |
| C.11                        | Food is clearly labelled in terms of ingredients and/or dietary restrictions  | <a href="#">Choose Answer</a> | 1         |
| C.12                        | Event planners have made arrangements for the charitable distribution of leftover food                                | <a href="#">Choose Answer</a> | 1         |
| <b>Catering Total Score</b> |   |                               | <b>18</b> |

## Energy

More sustainable energy and transportation can help lower event costs, reduce negative ecological impact, and create a healthier, more comfortable event space.

|                                       |   | <b>Score</b>                  | <b>Available Points</b> |
|---------------------------------------|---|-------------------------------|-------------------------|
| <b>Venue</b>                          |   |                               |                         |
| E.1                                   | Event is held in a venue chosen for its energy efficiency and sustainable amenities, i.e., a space with natural lighting, or outdoors | <a href="#">Choose Answer</a> | 1                       |
| E.2                                   | Event Planners have considered minimizing heat/cooling loss through choice of venue   | <a href="#">Choose Answer</a> | 2                       |
| E.3                                   | Lighting and equipment used during the event to be monitored for energy consumption (switched off when not in use/required)           | <a href="#">Choose Answer</a> | 1                       |
| E.4                                   | Events occupying multiple rooms have been restricted to a single unit/level/building to minimize energy consumption                   | <a href="#">Choose Answer</a> | 1                       |
| <b>Transit/Transportation Options</b> |   |                               |                         |
| E.5                                   | Venue is accessible by foot, bicycle, or public transportation  | <a href="#">Choose Answer</a> | 1                       |
| E.6                                   | Attendees encouraged to take public transportation, bike, or walk to event and provided with info, as appropriate                     | <a href="#">Choose Answer</a> | 1                       |



|                           |   |                               |           |
|---------------------------|---|-------------------------------|-----------|
| E.7                       | Teleconference/telepresence option has been considered for keynote speakers                                     | <a href="#">Choose Answer</a> | 1         |
| E.8                       | Virtual attendance provided as an option for off-campus attendees   | <a href="#">Choose Answer</a> | 1         |
| E.9                       | Shuttle, carpool, group walks, and/or bike rides are arranged for transportation to, from, and/or during events | <a href="#">Choose Answer</a> | 1         |
| <b>Energy Total Score</b> |   |                               | <b>10</b> |

## Innovation

Instructions: Did you come up with a creative idea along the way? Describe your innovative sustainable actions that are not covered by the items above. The Office of Sustainability will award points for each innovation item that offers a creative solution to sustainability challenges. Most innovative ideas will be worth 1 point each and will be highlighted on the Sustainable Events webpage. We will add the points to your final score.

[Choose Answer](#)

**Max 3**

|                                    |
|------------------------------------|
| <i>Score</i>                       |
| <b><i>For Office Use only:</i></b> |

## Scoring Criteria:

Bronze Level, "Sustainability Awareness" = Minimum 40% of applicable points  
Silver Level, "Sustainability Best Practices" = Minimum 55% of applicable points  
Gold Level, "Sustainability Excellence" = Minimum 75% of applicable points  
*You are only scored on actions that are applicable to your event. If the action is not applicable, choose N/A.*