Sustainable Event Checklist

Helpful notes

**Policy**

* All event organizers must ensure compliance with ACG Events Policy and Purchasing Policy. All institutional policies can be found on BlackBoard.

* Examples of sustainable gifts include ACG reusable water bottles and other reusable items, sustainable gifts offered by the partner NGO Institute Team for the World Environmental Alliance 2004+, etc.

**Materials**

* Read and follow the ACG Recycling best practices and tips.

* Using reusable name cards or badges reduces materials that go directly to the waste bin and the unnecessary transportation and consumption of materials.

* Examples of eco-friendly decorations include reusable items, such as live plants in plastic-free pots, décor items that can be reused in other events etc. Think out of the box!

* If your event has exhibitors, encourage them to use materials like recycled paper, vegetable-based printer inks and environmentally responsible giveaways.

* To ensure recycling best practices and waste monitoring are followed, include proper waste disposal information on the orientation agenda for event staff and volunteers. You can request student volunteers from the dedicated sustainability student group - ACG Sustainability Leaders - who have already been trained. Contact sustainableacg@acg.edu.

* If you have banners that cannot be reused for future events, contact sustainableacg@acg.edu or contact the NGO Institute Team for the World Environmental Alliance 2004+ to donate banners for upcycling and revert them from the ending up in landfills.

* In the beginning of the event, during breaks or before/after lunch, remind attendees about recycling, sustainable transportation i.e. shuttle buses, elimination of paper use, etc.

**Catering**

* A food donation program is already in place at ACG as we have an ongoing collaboration with the NGO ‘Boroume’ ("We Can"). All surplus food resulting from catered events is donated to them and they are responsible for distributing it to people in need.

* Provide at least one meal that is vegetarian and one vegan in your menu planning. What is the difference between the two? Vegetarian: A meal that does not contain meat (red meat, poultry, seafood, and the flesh of any other animal). Vegan: A meal that does not contain any animal products (i.e. meat of any kind - see above, dairy, eggs, honey, and any other animal-derived substances).

* Communicate with the caterer prior to the event to ensure that no single-use plastic bottles are used for water and, if possible, for other beverages, such as soft drinks. Instead, request pitchers, glass bottles, or large water dispensers. The reduction of single-use plastics is the main goal of the ACGGoesPlasticFree Campaign.

**Event Content**

* Sustainability means meeting our own needs without compromising the ability of future generations to meet their own needs. ACG Events not only follow procedures that minimize adverse social, economic and environmental impact but also strive to include sustainability-related content. Social sustainability encompasses human rights, education, labor, gender equality, etc. Economic sustainability refers to practices that support long-term economic growth without compromising the future generations and minimizing negative social and environmental impact. Environmental sustainability has to do with taking steps to reduce the impact we have on the environment.

* To raise sustainability awareness, integrate "sustainability moments" in your event by displaying audiovisual signage and material about relevant sustainability issues.

**Diversity & Inclusion**

* Learn more about equity and diversity (SDG 5: Gender Equality and SDG 10: Reduced Inequalities) by reading the related UN Sustainable Development Goals (SDGs).

* Create programs that include topics and speakers from diverse backgrounds and experiences.

* Strive to maintain gender parity on your event panels as well as a diverse representation of speakers, partners and audiences.

**Energy**

* Read the section on Sustainable Transportation tips to get more ideas.

* Ask participants to calculate their own ecological footprint during one of the event’s "sustainable moments".