



Center of Excellence for Sustainability

Sustainable Event Checklist

ACG is committed to adopting and continuously improving sustainability best practices. In this context, the checklist aims at engaging event organizers into adhering to sustainable options with their audiences and partners. Please fill in the questionnaire below, while reflecting on the implementation of sustainable solutions for your event.

Step 1: Review the checklist in its entirety to familiarize yourself with the framework. Please note that this form concerns in-person events only.
Step 2: Fill in each line to reflect your event plan. Remember to start as early in the planning process as you can and to save your file often.
Step 3: When you are done populating this form, you will see your score at the bottom of the page.
Step 4: Once complete, send the form to events@acg.edu for final review.
Step 5: Promote your event as a sustainable one if a minimum of 40% of the checklist requirements is met.

Note: In case of further clarifications, please feel free to contact the Department of College Events.

Event Details		
Event Title (Please fill in)		
Event Venue (Please fill in)	Event Date(s) (Please fill in)	Event Time (from-to) (Please fill in)
Event URL (if available) (Please fill in)	Expected # of Attendees (Please fill in)	
Contact Information		
Name (Please fill in)	Department/Office (Please fill in)	
Email (Please fill in)	Phone Number (Please fill in)	



Policy

Adopting ACG sustainability policy across all event planning areas will help minimize resource consumption, maximize reuse of materials, and spread awareness about ACG's commitment to sustainability.

			Score	Available Points
Implementation				
P.1	Event organizers confirm adherence to the ACG Events Policy	Choose Answer	0	1
P.2	Event organizers have considered sustainability when submitting requests to the Purchasing office and, if applicable, incorporated it into contract language	Choose Answer	0	1
P.3	Event organizers have taken the ACG Sustainability Pledge (*) and urge event participants to follow suit	Choose Answer	0	1
P.4	Event organizers abide by the smoke-free campus policy and enforce it near their audiences	Choose Answer	0	1
Outreach & Dissemination				
P.4	Event organizers are confident in their sustainability awareness level and have committed to educating participants during the entire event lifecycle	Choose Answer	0	1
P.5	Giveaways or gifts are banned or replaced with environmentally responsible options	Choose Answer	0	1
Policy Total Score			0	6



Materials

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

			Score	Available Points
Paper, Printed Materials, Promotional Materials				
M.1	Pre- and post- event communication is done electronically	Choose Answer	0	2
M.2	Promotion and advertising of the event is done electronically	Choose Answer	0	2
M.3	Event can be labelled as PaperLess	Choose Answer	0	3
M.4	Event has minimized total paper use/consumption (if answer above is yes, choose N/A)	Choose Answer	0	2
M.5	Labelling (name badges sleeves, lanyards, etc.) is collected at the end of the event for re-use or recycling	Choose Answer	0	1
M.6	Banners and signage are not dated or venue/location restricted and can be re-used	Choose Answer	0	1
M.7	Printed materials are printed on recycled material/paper	Choose Answer	0	2
M.8	Printed materials have been printed on both sides, using wide margins and, if possible, smaller paper formats	Choose Answer	0	2
M.9	Grayscale printing is preferred over colour printing	Choose Answer	0	1
Waste				
M.9	Reusable materials have been used for decorations (including, but not limited to, centerpieces, tablecloths, décor, etc.)	Choose Answer	0	2
M.10	Event attendees RSVP/register prior to the event in order to minimize on-site paperwork and waste	Choose Answer	0	1
M.11	Waste streams (recyclables, compostables, residual) are clearly labelled on event materials	Choose Answer	0	1
M.12	Event planners have secured appropriate access to recycling bins for the entire event	Choose Answer	0	1
M.13	Unused items at the end of the event are stored for reuse or exchange	Choose Answer	0	2
M.14	The amount of materials exhibitors can bring is limited and exhibitors are urged to take-back waste or non-reusable materials	Choose Answer	0	1

M.15	Packaging materials are minimal, reusable and/or recyclable	Choose Answer	0	2
Materials Total Score			0	26



Catering

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

		Score	Available Points
C.1	Event organizers give preference to food and products that are grown and produced locally	Choose Answer	02
C.2	Event organizers promote the adoption of sustainability best practices in the supply chain	Choose Answer	02
C.3	Where possible, procured food, products, and/or ingredients are certified organic	Choose Answer	02
C.4	Offered tea and/or coffee is certified Fair Trade	Choose Answer	01
C.5	Event organizers have included catering alternatives according to various social/ethnic/personal dietary restrictions	Choose Answer	01
C.6	Food offered minimizes meat consumption and includes vegetarian and vegan options	Choose Answer	02
C.7	Catering does not include provision of single use cutlery/dishes/cups/straws	Choose Answer	01
C.8	Bottled water is banned or reduced to a minimum	Choose Answer	03
C.9	Food and condiments are served in bulk rather than in individual containers	Choose Answer	02
C.10	If single-use materials cannot be avoided, event organizers make sure that they are 100% recyclable	Choose Answer	01
C.11	Event participants are emailed prior to the event and encouraged to bring own water bottles and/or reusable dishware and straws	Choose Answer	01
C.12	Food is clearly labelled in terms of ingredients and/or dietary restrictions	Choose Answer	01
C.13	Event organizers make arrangements for the charitable distribution of leftover food	Choose Answer	01
Catering Total Score		0	20



Event Content

Including sustainability-related content can add value to your event, in light of your purpose, the needs of your audience and ACG goals.

		Score	Available Points
Where applicable, event organizers strive to include sustainability-related content and topics that are relevant to ACG and to the education sector, such as, but not limited to, curriculum development, skills and employment issues, learning contexts & outcomes, academic research and best practices in education	Choose Answer	0	2
Where applicable, event organizers ensure speakers bring expertise from various dimensions of sustainability: social, economic and environmental	Choose Answer	0	2
Event planners try to accommodate a wide and as diverse as possible range of issues material to ACG	Choose Answer	0	2
Event Content Total Score		0	6



Diversity & Inclusion

Events are a compelling way to communicate ACG's value proposition: that education and research are best pursued by a wide diversity of scholars, students and staff as well as by a diverse body of external partners and event participants. All events comply with ACG non-discrimination policies.

		Score	Available Points
D.1 Event organizers seek to expand the number and diversity of speakers and audiences	Choose Answer	0	2
D.2 Event organizers promote the adoption of diversity & inclusion best practices by event partners	Choose Answer	0	2
D.3 Events organizers accommodate participants with special needs and provide a safe, accessible and inclusive setting for all	Choose Answer	0	2
Diversity & Inclusion Total Score		0	6



Energy

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

		Score	Available Points
Venue			
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	Choose Answer	0	1
E.2 Event venue minimizes heat/cooling loss	Choose Answer	0	2
E.3 Lighting and equipment used during the event are monitored for energy consumption and switched off when not necessary	Choose Answer	0	1
E.4 Events occupying multiple rooms have been restricted to a single unit/level/building to minimize energy consumption	Choose Answer	0	1
Transit/Transportation Options			
E.5 Venue is accessible by foot, bicycle or public transportation	Choose Answer	0	1
E.6 Participants are encouraged to take public transportation, to bike or to walk to event premises and are provided with relevant info, as appropriate	Choose Answer	0	1
E.7 Teleconference/telepresence is used whenever possible and appropriate	Choose Answer	0	1
E.8 Virtual event attendance is provided as an option for off-campus participants	Choose Answer	0	1
E.9 Shuttle, carpool, group walks, and/or bike rides are arranged for transportation to, from and/or during events	Choose Answer	0	1
Energy Total Score		0	10

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. Innovative ideas will be shared on the Sustainability@ACG webpage and credited to the innovator(s).

Once you complete the checklist, your score will appear below.

Try Again Next Time!

Currently at Try Again Next Time! Level. 56 more points to reach GOLD Level!

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.

(*) [ACG Sustainability Pledge](#)



