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 checklis requirements is met.

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

Event Details

Event Title			
SAMPLE			
Event Venue		**Event Date(s)**	**Event Time (from-to)**
Event URL (if available)			**Expected # of Attendees**

Contact Information

Name	Department/Office
SAMPLE	
Email	**Phone Number**

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

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	All	2	2
M.2	Promotion and advertising of the event is done electronically	All	2	2
M.3	Event can be labelled as PaperLess	Yes	3	3
M.4	Event has minimized total paper use/consumption (if answer above is yes, choose N/A)	N/A	0	0
M.5	Labelling (name badges sleeves, lanyards, etc.) is collected at the end of the event for re-use or recycling	Yes	1	1
M.6	Banners and signage are not dated or venue/location restricted and can be re-used	Yes	1	1
M.7	Printed materials are printed on recycled material/paper	N/A	0	0
M.8	Printed materials have been printed on both sides, using wide margins and, if possible, smaller paper formats	N/A	0	0
M.9	Grayscale printing is preferred over colour printing	N/A	0	0
	Waste			
M.9	Reusable materials have been used for decorations (including, but not limited to, centerpieces, tablecloths, décor, etc.)	Yes	2	2
M.10	Event attendees RSVP/register prior to the event in order to minimize on-site paperwork and waste	Yes	1	1
M.11	Waste streams (recyclables, compostables, residual) are clearly labelled on event materials	N/A	0	0
M.12	Event planners have secured appropriate access to recycling bins for the entire event	Yes	1	1
M.13	Unused items at the end of the event are stored for reuse or exchange	N/A	0	0
M.14	The amount of materials exhibitors can bring is limited and exhibitors are urged to take-back waste or non-reusable materials	N/A	0	0
M.15	Packaging materials are minimal, reusable and/or recyclable	N/A	0	0
Materials Total Score			**13**	**13**

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

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
CO.1	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	N/A	0	0
CO.2	Where applicable, event organizers ensure speakers bring expertise from various dimensions of sustainability: social, economic and environmental	N/A	0	0
CO.3	Event planners try to accommodate a wide and as diverse as possible range of issues material to ACG	N/A	0	0
Event Content Total Score			**0**	**0**

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	Yes	2	2
D.2	Event organizers promote the adoption of diversity & inclusion best practices by event partners	N/A	0	0
D.3	Events organizers accommodate participants with special needs and provide a safe, accessible and inclusive setting for all	Yes	2	2
Diversity & Inclusion Total Score			**4**	**4**

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	Yes	2	2
E.3	Lighting and equipment used during the event are monitored for energy consumption and switched off when not necessary	Yes	1	1
E.4	Events occupying multiple rooms have been restricted to a single unit/level/building to minimize energy consumption	N/A	0	0
	Transit/Transportation Options			
E.5	Venue is accessible by foot, bicycle or public transportation	Yes	1	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	No	0	1
E.7	Teleconference/telepresence is used whenever possible and appropriate	Yes	1	1
E.8	Virtual event attendance is provided as an option for off-campus participants	Yes	1	1
E.9	Shuttle, carpool, group walks, and/or bike rides are arranged for transportation to, from and/or during events	No	0	1
Energy Total Score			**6**	**9**

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.

GOLD

Currently at GOLD Level. 0 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
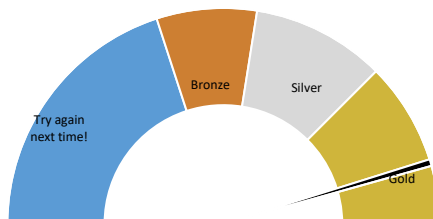
Sustainable Event Checklist
Helpful notes

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 watter 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 givaways.

* 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 dysplaying audiovisual signage and material about relevant sustainability issues.

Diversity & Inclusion
Sustainable Development Goals (SGDs).

* 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".