



COLLEGE OF HOSPITALITY, RETAIL, AND SPORT MANAGEMENT

## **Green Meeting Checklist**

*If you are interested in planning a Green Meeting, here are a few possibilities to consider:*

### Destination Selection:

- Choose a destination close to where your attendees are located.
- Choose a venue within walking distance of where your attendees will be staying.
- Ask the local CVB to recommend venues with environmental certifications and recognitions.

### Venue Selection

- Ask about environmental practices that the venue currently has in place.
- Communicate your intentions to go green.
- Ask and understand the venues recycling practices and require visible sorting bins.

### Marketing your Meeting:

- Use email for invitations and meeting communications.
- Offer online registration.
- Use recycled lanyards and badge holders (and offer a deposit bin as attendees leave for reuse.)

### Use of Paper:

- Encourage speakers and vendors to limit use of paper.
- Post presentations, event itineraries, notes and handouts online.
- Use recycled paper and vegetable based ink for necessary printed materials and signs.
- Print double-sided copies.

### Transportation

- Encourage all travel to be environmentally friendly.
- Consider options of counterbalancing the carbon emissions generated by the travel associated with the meeting.
- Encourage the use of mass transit.



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### Food and Beverage

- Request locally grown produce and/or organic ingredients to be used.
- Serve water in pitchers or provide a water cooler.
- Use reusable glassware and dishware.
- Caterers should provide reusable linens, cutlery and dishware.
- Request attendees to sign-up for meals.
- Donate leftover food to local food bank.

### Water and Air

- Give guests the option of having bath towels and bed linens changed.
- Ask the property if they use water-conserving fixtures.
- Ask that cleaning products be environmentally friendly.
- Open windows when possible.

### Exhibition and Trade Show

- Communicate to vendors, clients and providers your plan to go green.
- Encourage environmentally friendly give-aways.
- Encourage reuse of decorations and signage.
- Have a contest to award “green” exhibitors.
- Provide recycle opportunities for items (give-aways, decorations, signs, etc.) when show is over.

Green Meeting Guide, Toronto, Canada, [www.greenmeetingguide.com](http://www.greenmeetingguide.com)

It’s Easy Being Green: A Guide to Planning and Conducting Environmentally Aware Meetings and Events, Environmental Protection Agency, Washington, DC, <http://sustainability.calpoly.edu>