



# Sustainable Event Checklist

After reading [our guidelines](#), are you ready to make it a stunner of a sustainable event? Super! The following checklist will help you to get your sustainable affairs in order.

For each theme found in the guidelines, we have listed some effective measures you can take to make your event more sustainable. You should regard this checklist as an overview of all your options, from which you will select those you want to take. This way, you, and JINT as an organisation, will take further steps towards holding a fully sustainable event.

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JINT

# Sustainable Event Checklist

Event name

Event date

## Not every action has the same impact

To help you out, we have added icons indicating how much impact you create with each action: more volume = more impact:



Low volume actions are often easy to implement, but they also tend to have the smallest impact. High volume actions create a significant impact, but often require more effort.

## Checkbox legend

- fully implemented
- partly implemented
- not implemented
- not possible
- not applicable

## Online and/or offline

Ensure that an in-person meeting is necessary and will give enough added value.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## The search for a good venue

The venue is easily accessible by foot or public transport

The venue/ building is the appropriate size for my event

The venue is easily accessible for wheelchairs and people with additional needs

The venue allows for sustainable and low-waste catering

The venue is at the same location as the sleeping accommodation

The venue has a sustainability charter and/or programme

The venue allows for the control of lighting and temperature

The venue is well insulated, works with green energy and has an energy-saving programme

The venue happily provides tap water

The meeting-rooms at the venue have natural light

Videoconferencing is an option at the venue

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Overnight accommodation

● ◐ ○ ⊖ ×

☞) We avoid luxury hotels which have a large footprint	■	■	■	■	■
Where possible, we let guests sleep in private hostels or youth lodgings	■	■	■	■	■
☞) If our guests sleep in ho(s)tels, they should have a Green Key label or a robust sustainability programme	■	■	■	■	■
We have checked that the overnight accommodation is wheelchair accessible	■	■	■	■	■

## Green travelling

● ◐ ○ ⊖ ×

☞) We have actively helped participants find the most sustainable travel option	■	■	■	■	■
☞) We have financially assisted participants travelling by public transport	■	■	■	■	■
☞) We have informed participants about the impact of green travelling	■	■	■	■	■

## Informing during the event

● ◐ ○ ⊖ ×

☞) Digital communication is almost exclusively used, including a user-friendly website	■	■	■	■	■
☞) Participants are asked to bring their own pen	■	■	■	■	■
An information folder is mostly digitalised	■	■	■	■	■
We use reusable and/or paper stickers and name tags	■	■	■	■	■
Notepads are replaced with loose (scrap)paper	■	■	■	■	■
We use sustainable directional signage i.e. signage which is not laminated	■	■	■	■	■
What needs to be printed is printed on both sides, in black ink and on recycled FSC-certified paper	■	■	■	■	■
We avoid plastic covers and sleeves and request minimal packaging	■	■	■	■	■

## Promo & decoration



<input checked="" type="checkbox"/>	We don't provide goodie bags or gadgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Our gifts to participants and guests are sustainable and will be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Where the crew has t-shirts, they are undated and can be used after the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Where banners and flags are used, they are undated and can be reused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Practical items come without packaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Banners and flags are not made from PVC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	We use reusable decorations to brighten up the venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	We don't use balloons, especially helium balloons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## What's cooking



<input checked="" type="checkbox"/>	We serve plant-based food throughout the whole event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Catering throughout the event will be vegetarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	There is sufficient variation in the vegetarian and plant-based choices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Make use of a social kitchen for certain meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Our caterer uses green transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Our caterer only uses seasonal produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Our caterer only serves fish with an MSC/ASC label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Our caterer works with low-skilled or long-term unemployed people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Our caterer tries to avoid all packaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Our caterer works with fairtrade products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Our caterer works with organic produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Green drinks

● ◐ ○ ⊖ ×

☞	Tap water is served, promoted and widely available	■	■	■	■	■
	Lemonades, soft drinks and/or sparkling water are free of packaging	■	■	■	■	■
☞	Drinks are produced locally	■	■	■	■	■
	Drinks are served in large bottles and drink boxes	■	■	■	■	■
	All served coffee and tea has a fairtrade label	■	■	■	■	■
☞	All served coffee has an UTZ certified and/or organic label	■	■	■	■	■
	Measures are taken to avoid drinks being thrown away	■	■	■	■	■
	We use large bottles of plant-based milk and fairtrade sugar	■	■	■	■	■
	We opt for glass bottles with a deposit when available	■	■	■	■	■

## Preventing and handling waste

● ◐ ○ ⊖ ×

☞	Participants bring their own water bottles	■	■	■	■	■
	All other drinks are served in glass or reusable cups	■	■	■	■	■
	All used cutlery and crockery are reusable	■	■	■	■	■
	Only necessary packaging is used (food safety, transport, etc.)	■	■	■	■	■
	With planning, large amounts of food leftovers are avoided	■	■	■	■	■
☞	Plastic wrapping is banned and replaced with trays, baskets, jars, etc.	■	■	■	■	■
	Snacks and food are not individually packaged	■	■	■	■	■
	Measures are taken to ensure an unbroken cold chain	■	■	■	■	■
	Food portions are only taken out of the fridge when required	■	■	■	■	■
	Containers in which to collect and distribute food leftovers are available	■	■	■	■	■
	At a minimum, the five main waste categories are collected and managed separately	■	■	■	■	■
☞	Waste bins should be well-placed and self-explanatory	■	■	■	■	■
	Participants and caterers are informed of the recycling options	■	■	■	■	■
	Glasses are personalised, so people don't keep taking new ones	■	■	■	■	■

## Energy savers

● ◐ ○ ⊖ ×

☞ Speakers coming from further afield give an online session

An energy coach is appointed to keep an eye on lights, open doors, etc.

At the conclusion of presentations, participants are reminded to act sustainably (light, doors, etc.)

☞ Fridges are put on and off at the right time, are well compartmentalised and are stocked from the start, though not overstocked

## Logistics

● ◐ ○ ⊖ ×

☞ Transport of materials is done by cargo bikes

☞ For the transport of larger amounts, as well as necessary transfers, electric or hybrid cars are used

☞ Cleaning products are biodegradable and/or come with a label

## Inclusivity

● ◐ ○ ⊖ ×

☞ Attention is paid to the diversity of speakers and the programme

☞ Individuals who need it are informed that financial assistance is provided

Participants have the time and space for their religious rituals

Kosher, halal or other religious - based options are available (on request)

Participants are asked about their specific religious/cultural needs

☞ Participants are asked to devise the event programme

We have designated a quiet room

## CO<sub>2</sub> compensation

● ◐ ○ ⊖ ×

☞ The event's carbon footprint is compensated

☞ The carbon footprint is calculated and made known

The method of compensation is certified (Golden Standard or equal)

☞ The compensation project is made known

## Communication is key



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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Extra initiatives

Note here sustainable actions you have taken which do not appear in the checklist. Like this, you can also inspire others.

## Reflections

Here, you can give feedback on the sustainable organisation of this event. This info will be useful in the organisation of subsequent events and may inspire others.