

# SUSTAINABLE EVENT PLANNING GUIDE: CHECKLIST

	PRE-EVENT				POST EVENT	
	yes	maybe	no	N/A	completed	not completed
<b>COMMITTEE</b>						
<b>Before you begin</b>						
Participation inclusive/open						
Fair Committee Selection						
Diversity respected						
Research delegated						
Criteria for success determined						
Fees/costs						
Child care services						
Wheelchairs/elevators						
Alternative transportaion encouraged						
LGBT comfort level evaluated						
<b>Meet with Sustainable Concordia</b>						
<b>FUNDING &amp; SPONSORSHIP</b>						
Set Financial Goals						
Establish Criteria & Sponsor Approval Process						
Research Sponsors						
Communicate Values to Sponsor						
<b>VENUE</b>						
Location						
Energy Consumptions						
Go Carbon Neutral						
Water & Energy Use						
Recycling						
<b>MATERIALS</b>						
Online Advertising						
Online Registration						
Online Post-event follow up						
Vegetable Inks and recycled paper						

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Reusable Event Materials (nametags,linens, boards etc)						
<b>FOOD &amp; BEVERAGE</b>						
Buy in bulk						
Sustainable Purchasing Policy						
Vegan & Vegetarian Options						
Fresh,local food						
Organic & Fairtrade						
Reusable dishes						
Leftovers donated						
Compost						