

Sustainable Event Planning Checklist

UBC sustainability

Venue

- Choose a location that is accessible by public transport, walking and bicycling
- Choose a location that fits the size of your event to prevent energy waste
- Book a venue that provides necessary IT equipment and waste services
- Choose a location with more natural light to reduce energy consumption

Materials

- Aim for a paperless event
- Print on recycled paper, on both sides, using a recyclable toner and vegetable or soya based inks if printing necessary
- Communicate by email/cell phone/video-conferencing
- Use electronic RSVP and collect feedback through online surveys
- Ask participants to bring their own materials
- Borrow or buy second-hand goods; return, reuse or donate them
- Ensure materials are re-usable, minimally packaged, produced or purchased locally if bought new
- Consider supporting local artisans for presents or prizes

Food

- Confirm number of guests and order food accordingly
- Ask for dietary restrictions or set meal options during RSVP
- Include vegetarian, vegan, and gluten-free options
- Serve foods that are fair-trade, ethically-produced, organic, free-range, or oceanwise/sustainable seafood certified
- Buy from local food vendors



Waste Management

- Buy in bulk to decrease packaging
- Set reusable table cloths and use non-disposable cutlery and dishes
- Compostable or biodegradable cutlery and dishes if they must be disposed of
- Limit or eliminate use of bottled beverages
- Donate or give out leftover food (make arrangements ahead of time)
- Order recycling and composting services through UBC Waste Management.
- At larger events, consider stationing volunteers near sorting bins to help participants sort their waste correctly

Funding

- On-campus funding
- Off-campus funding
- Sponsorship

Social Considerations

- Ensure there is wheelchair access, Braille, acoustics appropriate for hearing impaired, gender neutral washrooms etc
- Communicate emergency evacuation procedures to organizers, volunteers and participants
- Provide transportation and safety information prior to the event
- Be inclusive with the pricing of the event
- Ensure volunteers are well-treated, recognized and appreciated if applicable
- Ensure your activities are inclusive and accessible to different abilities and learning styles

Promotion

- Online marketing and promotion
- Minimize printed advertisements
- Communicate sustainability goals, practises and achievements pre-, peri- and post-event

THE EXTRA MILE

USE AN ECO REPORT CARD OR CARBON EMISSION CALCULATOR

ENCOURAGE CLEAN-UP STAFF TO USE ECO-FRIENDLY CLEANING SUPPLIES

CONSIDER "BEST'S BIKE VALET SERVICE"