

# Sustainable Event Planning Strategy and Tracking Register

Conference, Seminar, and Workshop events furnish excellent opportunities to grow our professional capabilities with educational, public service, and network events. Unfortunately, the size and complexity of these events often correlate with a significant environmental footprint. As water professionals, we understand the importance of sustainable practices, and recognize that we have significant opportunities to optimize our planning and execution of these events.

This checklist addresses typical components included in the planning and execution of these types of events, and is broken into major event components (summarized on the right).

This checklist should be used early in the event planning process to identify opportunities, and then track them throughout the planning and execution of the events.

This checklist was created by the Joint Virginia Water Environment Association and Virginia Section of the American Water Works Association's Sustainable Utilities Committee on June 8, 2018.



# Sustainable Event Planning

Sustainable Practice	Registration and Program	Exhibit Hall	Field Trip and Tours	Food & Beverage	Offsite Networking Events (e.g., Golf)	Venue Overall	Event Hotel	Overall Event Planning
Provide event information via website or smartphone app in lieu of print	●	●	●	●	●	●	●	●
Promote use of website or app to attendees ahead of event date	●	●						●
Advertise event digitally in lieu of print publications	●							●
Use recycled / sustainably-sourced / biodegradable consumable materials	●	●	●	●	●	●		●
Recycle materials at end of useful life	●	●	●	●	●	●		●
Encourage attendees to bring their own favorite lanyard that can be re-used for multiple events	●							●
Encourage attendees to recycle event materials	●							●
Use "processed chlorine free" paper	●							●
Use soy-based or vegetable-based inks for printed material	●							●
Use double sided printing on printed materials	●							●
Distribute digital event presentations / proceedings online in lieu of printed handouts	●							●
Provide audio/visual components appropriate for the event rooms (e.g. screen size, sound amplification)	●	●	●			●		●
Show a "Recycled" or other appropriate logo to encourage recycling of materials	●	●		●		●		●
Use signage that utilizes printed inserts / attachments for daily updates in lieu of single use foamboard	●	●			●			●
Use digital monitors in lieu of printed materials / signage	●	●				●		●
Encourage exhibitors / vendors to give away sustainably sourced materials		●			●			●
Encourage exhibitors / vendors to give away water bottles or other green items		●			●			●
Encourage exhibitors and attendees to use scan bar / QR code to share contact info	●	●						●
Utilize reusable bags in lieu of disposable bags (e.g. scavenger hunt)	●	●						●
Provide lunch options / items that minimize packaging			●	●	●			●
Encourage carpooling and rent hybrid / high occupancy transport vehicles for offsite events or hotel transport			●		●		●	●

## Sustainable Event Planning

Sustainable Practice	Registration and Program	Exhibit Hall	Field Trip and Tours	Food & Beverage	Offsite Networking Events (e.g., Golf)	Venue Overall	Event Hotel	Overall Event Planning
Provide onsite recycling receptacles and ensure they are clearly labeled	●	●		●		●		●
Ensure offsite event disposal options include a recycling receptacle			●		●			●
Encourage attendees to bring their own reusable water bottles	●			●	●	●		●
Use locally sourced foods where possible				●	●	●		●
Provide menu items for dietary restrictions (e.g. vegetarian, vegan, gluten-free, religion-based)				●	●	●		●
Use organic foods where possible				●	●	●		●
Select healthy meal and snack items				●	●	●		●
Avoid nuts and nut oils in all foods				●	●	●		●
Request menus that incorporate seasonal food items				●	●	●		●
Use sustainably sourced foods (e.g. fair trade, cage-free) where possible				●	●	●		●
"Right size" food portions to minimize food waste				●	●	●		●
Serve food buffet style in lieu of boxed lunches to minimize food waste and packaging				●	●	●		●
Perform accurate attendee counts for food purchase to minimize food waste				●	●	●		●
Compost and / or direct food waste to sustainable reuse outlets				●	●	●	●	●
Direct food waste to animal feed operation (assuming human donation isn't permitted)				●	●	●	●	●
Use reusable cups, plates, and cutlery in lieu of disposable items				●	●	●		●
Use biodegradable/compostable straws in lieu of plastic straws				●	●	●		●
Avoid small packets of condiments (e.g. ketchup, sugar, creamer)				●	●	●		●
Request caterers use large beverage containers (e.g. kegs, fountain sodas) in lieu of single use containers				●	●	●		●
Use sustainably sourced coffee (e.g. certified organic, fair-trade)				●	●	●		●
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	●	●	●	●	●	●		●
Reuse or repurpose event décor for future events	●	●	●		●	●		●

## Sustainable Event Planning

Sustainable Practice	Registration and Program	Exhibit Hall	Field Trip and Tours	Food & Beverage	Offsite Networking Events (e.g., Golf)	Venue Overall	Event Hotel	Overall Event Planning
Donate additional / unused items or supplies to internal or external organization	●	●	●		●	●		●
Register event with applicable sustainable organization (e.g. Virginia Green)								●
Contract with local vendors where possible		●		●		●		●
Identify recycling goal and measure performance						●		●
Provide means for recycling to exhibitors / vendors during booth setup and teardown		●						●
Recognize and reward exhibitors that use sustainable practices in their exhibit		●						●
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC		●	●		●	●	●	●
Request a privacy room for use by attendees (e.g. nursing mothers).						●		●
Communicate sustainability goals / performance in "Conduit" and "Tap into Virginia" magazines								●
Communicate sustainability goals / performance with signs and announcements at events	●							●
Purchase carbon offsets for event carbon footprint								●
Select event venues nearby to the main event venue			●		●		●	●
Select event venues central to targeted event attendees			●		●	●	●	●
Select event venues nearby mass / public transit options			●		●	●	●	●
Advertise availability of nearby mass / public transit options in event planner	●							●
Provide bike rack storage outside of main event venue						●		●
Provide electric vehicle charging stations at main event venue						●		●
Provide mapping of vicinity around event in planner and/or app	●							●
Eliminate use of bottled water		●	●	●	●			●
Provide pitchers of tap water		●	●	●	●			●
Encourage use of green cleaning products						●	●	●
Contract with hotels that have made commitments to sustainable practices							●	●

## Sustainable Event Planning

Sustainable Practice	Registration and Program	Exhibit Hall	Field Trip and Tours	Food & Beverage	Offsite Networking Events (e.g., Golf)	Venue Overall	Event Hotel	Overall Event Planning
Contract with hotels that provide shuttle service to and from event venue							●	●
Provide event sponsored shuttle to large hotel area	●							●
Dedicate event paper(s) / session(s) to sustainable topics	●							●
Ship event materials in reusable boxes or bins when possible	●	●	●	●	●			●
Contract with hotels within walking distance of the main event venue							●	●
Make donations to local non-profit organizations in lieu of raffle / speaker gifts		●			●			●
Purchase raffle / speaker gifts from local and/or sustainable sources		●			●			●
Provide outdoor / exercise activities for attendees			●		●			●
Provide an opportunity to participate in a community / environmental service project					●			●
Turn lights off when rooms / spaces are not in use		●				●		●
Encourage use of conference calls / webinars in lieu of in-person meetings	●							●
Provide external educational opportunities to young students / professionals		●	●		●			●
Identify a point person / team to lead sustainability efforts	●	●	●	●	●			●
Conduct regular meetings with internal and external contacts to ensure sustainability goals are met								●
Allocate adequate funding to allow sustainability goals to be met within budget								●

# Registration and Program



## Sustainable Event Planning

Registration and Program	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Promote use of website or app to attendees ahead of event date	
Advertise event digitally in lieu of print publications	
Use recycled / sustainably-sourced / biodegradable consumable materials	
Recycle materials at end of useful life	
Encourage attendees to bring their own favorite lanyard that can be re-used for multiple events	
Encourage attendees to recycle event materials	

## Sustainable Event Planning

Registration and Program	
Sustainable Practice	Action Plan
Use "processed chlorine free" paper	
Use soy-based or vegetable-based inks for printed material	
Use double sided printing on printed materials	
Distribute digital event presentations / proceedings online in lieu of printed handouts	
Provide audio/visual components appropriate for the event rooms (e.g. screen size, sound amplification)	
Show a "Recycled" or other appropriate logo to encourage recycling of materials	
Use signage that utilizes printed inserts / attachments for daily updates in lieu of single use foamboard	



## Sustainable Event Planning

Registration and Program	
Sustainable Practice	Action Plan
Use digital monitors in lieu of printed materials / signage	
Encourage exhibitors and attendees to use scan bar / QR code to share contact info	
Utilize reusable bags in lieu of disposable bags (e.g. scavenger hunt)	
Provide onsite recycling receptacles and ensure they are clearly labeled	
Encourage attendees to bring their own reusable water bottles	
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	
Reuse or repurpose event décor for future events	

## Sustainable Event Planning

Registration and Program	
Sustainable Practice	Action Plan
Donate additional / unused items or supplies to internal or external organization	
Communicate sustainability goals / performance with signs and announcements at events	
Advertise availability of nearby mass / public transit options in conference planner	
Provide mapping of vicinity around conference in planner and/or app	
Provide conference sponsored shuttle to large hotel area	
Dedicate conference paper(s) / session(s) to sustainable topics	
Ship event materials in reusable boxes or bins when possible	

## Sustainable Event Planning

Registration and Program	
Sustainable Practice	Action Plan
Encourage use of conference calls / webinars in lieu of in-person meetings	
Identify a point person / team to lead sustainability efforts	

# Exhibit Hall



## Sustainable Event Planning

Exhibit Hall	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Promote use of website or app to attendees ahead of event date	
Advertise event digitally in lieu of print publications	
Use recycled / sustainably-sourced / biodegradable consumable materials	
Recycle materials at end of useful life	
Encourage attendees to reuse / recycle event materials (e.g. lanyards)	
Use "processed chlorine free" paper	

## Sustainable Event Planning

Exhibit Hall	
Sustainable Practice	Action Plan
Use soy-based or vegetable-based inks for printed material	
Use double sided printing on printed materials	
Distribute digital event presentations / proceedings online in lieu of printed handouts	
Provide audio/visual components appropriate for the event rooms (e.g. screen size, sound amplification)	
Show a "Recycled" or other appropriate logo to encourage recycling of materials	
Use signage that utilizes printed inserts / attachments for daily updates in lieu of single use foamboard	
Use digital monitors in lieu of printed materials / signage	

## Sustainable Event Planning

Exhibit Hall	
Sustainable Practice	Action Plan
Encourage exhibitors / vendors to give away sustainably sourced materials	
Encourage exhibitors / vendors to give away water bottles or other green items	
Encourage exhibitors and attendees to use scan bar / QR code to share contact info	
Utilize reusable bags in lieu of disposable bags (e.g. scavenger hunt)	
Provide onsite recycling receptacles and ensure they are clearly labeled	
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	
Reuse or repurpose event décor for future events	

## Sustainable Event Planning

Exhibit Hall	
Sustainable Practice	Action Plan
Donate additional / unused items or supplies to internal or external organization	
Contract with local vendors where possible	
Provide means for recycling to exhibitors / vendors during booth setup and teardown	
Recognize and reward exhibitors that use sustainable practices in their exhibit	
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC	
Eliminate use of bottled water	
Provide pitchers of tap water	



## Sustainable Event Planning

Exhibit Hall	
Sustainable Practice	Action Plan
Ship event materials in reusable boxes or bins when possible	
Make donations to local non-profit organizations in lieu of raffle / speaker gifts	
Purchase raffle / speaker gifts from local and/or sustainable sources	
Turn lights off when rooms / spaces are not in use	
Provide external educational opportunities to young students / professionals	
Identify a point person / team to lead sustainability efforts	

# Field Trips and Tours



# Sustainable Event Planning

Field Trips and Tours	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Use recycled / sustainably-sourced / biodegradable consumable materials	
Recycle materials at end of useful life	
Provide audio/visual components appropriate for the event rooms (e.g. screen size, sound amplification)	
Provide lunch options / items that minimize packaging	
Encourage carpooling and rent hybrid / high occupancy transport vehicles for offsite events or hotel transport	
Ensure offsite event disposal options include a recycling receptacle	

## Sustainable Event Planning

Field Trips and Tours	
Sustainable Practice	Action Plan
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	
Reuse or repurpose event décor for future events	
Donate additional / unused items or supplies to internal or external organization	
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC	
Select event venues nearby to the main event venue	
Select event venues central to targeted event attendees	
Select event venues nearby mass / public transit options	

# Sustainable Event Planning

Field Trips and Tours	
Sustainable Practice	Action Plan
Eliminate use of bottled water	
Provide pitchers of tap water	
Ship event materials in reusable boxes or bins when possible	
Provide outdoor / exercise activities for attendees	
Provide external educational opportunities to young students / professionals	
Identify a point person / team to lead sustainability efforts	

# Food and Beverage



## Sustainable Event Planning

Food and Beverage	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Use recycled / sustainably-sourced / biodegradable consumable materials	
Recycle materials at end of useful life	
Show a "Recycled" or other appropriate logo to encourage recycling of materials	
Provide lunch options / items that minimize packaging	
Provide onsite recycling receptacles and ensure they are clearly labeled	
Encourage attendees to bring their own reusable water bottles	

## Sustainable Event Planning

Food and Beverage	
Sustainable Practice	Action Plan
Use locally sourced foods where possible	
Provide menu items for dietary restrictions (e.g. vegetarian, vegan, gluten-free, religion-based)	
Use organic foods where possible	
Select healthy meal and snack items	
Avoid nuts and nut oils in all foods	
Request menus that incorporate seasonal food items	
Use sustainably sourced foods (e.g. fair trade, cage-free) where possible	



## Sustainable Event Planning

Food and Beverage	
Sustainable Practice	Action Plan
"Right size" food portions to minimize food waste	
Serve food buffet style in lieu of boxed lunches to minimize food waste and packaging	
Perform accurate attendee counts for food purchase to minimize food waste	
Compost and / or direct food waste to sustainable reuse outlets	
Direct food waste to animal feed operation (assuming human donation isn't permitted)	
Use reusable cups, plates, and cutlery in lieu of disposable items	
Use biodegradable/compostable straws in lieu of plastic straws	

## Sustainable Event Planning

Food and Beverage	
Sustainable Practice	Action Plan
Avoid small packets of condiments (e.g. ketchup, sugar, creamer)	
Request caterers use large beverage containers (e.g. kegs, fountain sodas) in lieu of single use containers	
Use sustainably sourced coffee (e.g. certified organic, fair-trade)	
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	
Contract with local vendors where possible	
Eliminate use of bottled water	
Provide pitchers of tap water	

# Sustainable Event Planning

Food and Beverage	
Sustainable Practice	Action Plan
Ship event materials in reusable boxes or bins when possible	
Identify a point person / team to lead sustainability efforts	

# Offsite Networking Events



# Sustainable Event Planning

Offsite Networking Events	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Use recycled / sustainably-sourced / biodegradable consumable materials	
Recycle materials at end of useful life	
Use signage that utilizes printed inserts / attachments for daily updates in lieu of single use foamboard	
Encourage exhibitors / vendors to give away sustainably sourced materials	
Encourage exhibitors / vendors to give away water bottles or other green items	
Provide lunch options / items that minimize packaging	

# Sustainable Event Planning

Offsite Networking Events	
Sustainable Practice	Action Plan
Encourage carpooling and rent hybrid / high occupancy transport vehicles for offsite events or hotel transport	
Ensure offsite event disposal options include a recycling receptacle	
Encourage attendees to bring their own reusable water bottles	
Use locally sourced foods where possible	
Provide menu items for dietary restrictions (e.g. vegetarian, vegan, gluten-free, religion-based)	
Use organic foods where possible	
Select healthy meal and snack items	

# Sustainable Event Planning

Offsite Networking Events	
Sustainable Practice	Action Plan
Avoid nuts and nut oils in all foods	
Request menus that incorporate seasonal food items	
Use sustainably sourced foods (e.g. fair trade, cage-free) where possible	
"Right size" food portions to minimize food waste	
Serve food buffet style in lieu of boxed lunches to minimize food waste and packaging	
Perform accurate attendee counts for food purchase to minimize food waste	
Compost and / or direct food waste to sustainable reuse outlets	

# Sustainable Event Planning

Offsite Networking Events	
Sustainable Practice	Action Plan
Direct food waste to animal feed operation (assuming human donation isn't permitted)	
Use reusable cups, plates, and cutlery in lieu of disposable items	
Use biodegradable/compostable straws in lieu of plastic straws	
Avoid small packets of condiments (e.g. ketchup, sugar, creamer)	
Request caterers use large beverage containers (e.g. kegs, fountain sodas) in lieu of single use containers	
Use sustainably sourced coffee (e.g. certified organic, fair-trade)	
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	



# Sustainable Event Planning

Offsite Networking Events	
Sustainable Practice	Action Plan
Reuse or repurpose event décor for future events	
Donate additional / unused items or supplies to internal or external organization	
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC	
Select event venues nearby to the main event venue	
Select event venues central to targeted event attendees	
Select event venues nearby mass / public transit options	
Eliminate use of bottled water	

## Sustainable Event Planning

Offsite Networking Events	
Sustainable Practice	Action Plan
Provide pitchers of tap water	
Ship event materials in reusable boxes or bins when possible	
Make donations to local non-profit organizations in lieu of raffle / speaker gifts	
Purchase raffle / speaker gifts from local and/or sustainable sources	
Provide outdoor / exercise activities for attendees	
Provide an opportunity to participate in a community / environmental service project	
Provide external educational opportunities to young students / professionals	
Identify a point person / team to lead sustainability efforts	

# Venue Overall



# Sustainable Event Planning

Venue Overall	
Sustainable Practice	Action Plan
Provide onsite recycling receptacles and ensure they are clearly labeled	
Encourage attendees to bring their own reusable water bottles	
Use locally sourced foods where possible	
Provide menu items for dietary restrictions (e.g. vegetarian, vegan, gluten-free, religion-based)	
Use organic foods where possible	
Select healthy meal and snack items	
Avoid nuts and nut oils in all foods	

## Sustainable Event Planning

Venue Overall	
Sustainable Practice	Action Plan
Request menus that incorporate seasonal food items	
Use sustainably sourced foods (e.g. fair trade, cage-free) where possible	
"Right size" food portions to minimize food waste	
Serve food buffet style in lieu of boxed lunches to minimize food waste and packaging	
Perform accurate attendee counts for food purchase to minimize food waste	
Compost and / or direct food waste to sustainable reuse outlets	
Direct food waste to animal feed operation (assuming human donation isn't permitted)	

## Sustainable Event Planning

Venue Overall	
Sustainable Practice	Action Plan
Use reusable cups, plates, and cutlery in lieu of disposable items	
Use biodegradable/compostable straws in lieu of plastic straws	
Avoid small packets of condiments (e.g. ketchup, sugar, creamer)	
Request caterers use large beverage containers (e.g. kegs, fountain sodas) in lieu of single use containers	
Use sustainably sourced coffee (e.g. certified organic, fair-trade)	
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	
Reuse or repurpose event décor for future events	

## Sustainable Event Planning

Venue Overall	
Sustainable Practice	Action Plan
Donate additional / unused items or supplies to internal or external organization	
Contract with local vendors where possible	
Identify recycling goal and measure performance	
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC	
Request a privacy room for use by attendees (e.g. nursing mothers).	
Select event venues central to targeted event attendees	
Select event venues nearby mass / public transit options	

## Sustainable Event Planning

Venue Overall	
Sustainable Practice	Action Plan
Provide bike rack storage outside of main event venue	
Provide electric vehicle charging stations at main event venue	
Encourage use of green cleaning products	
Turn lights off when rooms / spaces are not in use	



# Event Hotel



## Sustainable Event Planning

Event Hotel	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Encourage carpooling and rent hybrid / high occupancy transport vehicles for offsite events or hotel transport	
Compost and / or direct food waste to sustainable reuse outlets	
Direct food waste to animal feed operation (assuming human donation isn't permitted)	
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC	
Select event venues nearby to the main event venue	
Select event venues central to targeted event attendees	

## Sustainable Event Planning

Event Hotel	
Sustainable Practice	Action Plan
Select event venues nearby mass / public transit options	
Encourage use of green cleaning products	
Contract with hotels that have made commitments to sustainable practices	
Contract with hotels that provide shuttle service to and from conference venue	
Contract with hotels within walking distance of the main conference venue	

# Overall Event Planning



# Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Provide event information via website or smartphone app in lieu of print	
Promote use of website or app to attendees ahead of event date	
Advertise event digitally in lieu of print publications	
Use recycled / sustainably-sourced / biodegradable consumable materials	
Recycle materials at end of useful life	
Encourage attendees to bring their own favorite lanyard that can be re-used for multiple events	
Encourage attendees to recycle event materials	

# Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Use "processed chlorine free" paper	
Use soy-based or vegetable-based inks for printed material	
Use double sided printing on printed materials	
Distribute digital event presentations / proceedings online in lieu of printed handouts	
Provide audio/visual components appropriate for the event rooms (e.g. screen size, sound amplification)	
Show a "Recycled" or other appropriate logo to encourage recycling of materials	
Use signage that utilizes printed inserts / attachments for daily updates in lieu of single use foamboard	

# Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Use digital monitors in lieu of printed materials / signage	
Encourage exhibitors / vendors to give away sustainably sourced materials	
Encourage exhibitors / vendors to give away water bottles or other green items	
Encourage exhibitors and attendees to use scan bar / QR code to share contact info	
Utilize reusable bags in lieu of disposable bags (e.g. scavenger hunt)	
Provide lunch options / items that minimize packaging	
Encourage carpooling and rent hybrid / high occupancy transport vehicles for offsite events or hotel transport	

## Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Provide onsite recycling receptacles and ensure they are clearly labeled	
Ensure offsite event disposal options include a recycling receptacle	
Encourage attendees to bring their own reusable water bottles	
Use locally sourced foods where possible	
Provide menu items for dietary restrictions (e.g. vegetarian, vegan, gluten-free, religion-based)	
Use organic foods where possible	
Select healthy meal and snack items	



## Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Avoid nuts and nut oils in all foods	
Request menus that incorporate seasonal food items	
Use sustainably sourced foods (e.g. fair trade, cage-free) where possible	
"Right size" food portions to minimize food waste	
Serve food buffet style in lieu of boxed lunches to minimize food waste and packaging	
Perform accurate attendee counts for food purchase to minimize food waste	
Compost and / or direct food waste to sustainable reuse outlets	

## Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Direct food waste to animal feed operation (assuming human donation isn't permitted)	
Use reusable cups, plates, and cutlery in lieu of disposable items	
Use biodegradable/compostable straws in lieu of plastic straws	
Avoid small packets of condiments (e.g. ketchup, sugar, creamer)	
Request caterers use large beverage containers (e.g. kegs, fountain sodas) in lieu of single use containers	
Use sustainably sourced coffee (e.g. certified organic, fair-trade)	
Avoid use of environmentally unfriendly materials (e.g. styrofoam)	

# Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Reuse or repurpose event décor for future events	
Donate additional / unused items or supplies to internal or external organization	
Register event with applicable sustainable organization (e.g. Virginia Green)	
Contract with local vendors where possible	
Identify recycling goal and measure performance	
Provide means for recycling to exhibitors / vendors during booth setup and teardown	
Recognize and reward exhibitors that use sustainable practices in their exhibit	

## Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Ensure venue can provide adequate lighting, accessibility, safety, and HVAC	
Request a privacy room for use by attendees (e.g. nursing mothers).	
Communicate sustainability goals / performance in "Conduit" and "Tap into Virginia" magazines	
Communicate sustainability goals / performance with signs and announcements at events	
Purchase carbon offsets for event carbon footprint	
Select event venues nearby to the main event venue	
Select event venues central to targeted event attendees	

# Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Select event venues nearby mass / public transit options	
Advertise availability of nearby mass / public transit options in event planner	
Provide bike rack storage outside of main event venue	
Provide electric vehicle charging stations at main event venue	
Provide mapping of vicinity around event in planner and/or app	
Eliminate use of bottled water	
Provide pitchers of tap water	

# Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Encourage use of green cleaning products	
Contract with hotels that have made commitments to sustainable practices	
Contract with hotels that provide shuttle service to and from conference venue	
Provide conference sponsored shuttle to large hotel area	
Dedicate conference paper(s) / session(s) to sustainable topics	
Ship event materials in reusable boxes or bins when possible	
Contract with hotels within walking distance of the main conference venue	

## Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Make donations to local non-profit organizations in lieu of raffle / speaker gifts	
Purchase raffle / speaker gifts from local and/or sustainable sources	
Provide outdoor / exercise activities for attendees	
Provide an opportunity to participate in a community / environmental service project	
Turn lights off when rooms / spaces are not in use	
Encourage use of conference calls / webinars in lieu of in-person meetings	
Provide external educational opportunities to young students / professionals	

## Sustainable Event Planning

Overall Event Planning	
Sustainable Practice	Action Plan
Identify a point person / team to lead sustainability efforts	
Conduct regular meetings with internal and external contacts to ensure sustainability goals are met	
Allocate adequate funding to allow sustainability goals to be met within budget	