

## Checklist for Planning Greener Meetings and Training Events

Here is a simple checklist to use when planning greener meetings, courses, conferences, and other professional events. In addition to checking YES or NO for each item, you can use the list to make notes for sharing feedback with your planning committee or event planners and for enhancing the environmental consciousness at future events.

YES NO

- \_\_\_\_\_ \_\_\_\_\_ Have you made a commitment to implement as many **green practices** as are feasible under the circumstances?
- \_\_\_\_\_ \_\_\_\_\_ Have you discussed **all possible opportunities to be eco-friendly** with your planning committee, event planner, and/or facility manager?
- \_\_\_\_\_ \_\_\_\_\_ Are you using **electronic communication (paperless invites, registration materials, handouts, evaluations, etc.)** where appropriate for participants?
- \_\_\_\_\_ \_\_\_\_\_ Have you included your **commitment to going green** on all communications with participants?
- \_\_\_\_\_ \_\_\_\_\_ Will **recycling containers be convenient and obvious** during the meeting?
- \_\_\_\_\_ \_\_\_\_\_ Are you planning to **reuse name badges** and as many other items as possible?
- \_\_\_\_\_ \_\_\_\_\_ Are you serving any **locally grown and/or produced foods and beverages** in your meals and snacks?
- \_\_\_\_\_ \_\_\_\_\_ Do meals and breaks utilize **biodegradable cups, glasses, dishes, and tableware**?
- \_\_\_\_\_ \_\_\_\_\_ Are participants encouraged to use **public transportation or to walk/bike**?

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