Citizens' Environmental Coalition

Sustainable Event Checklist

This checklist is part of the Sustainable Events Guide available at cechouston.org/toolkits.

Considerations	Achieved?	Notes
Sustainable Venue		
Water efficiency and conservation		
Energy efficiency		
Powered by renewable energy		
Accessible via public transit		
Zero Waste		
Minimize event waste generation by choosing reusable materials or recyclable and compostable ones during planning stage and working with vendors to do the same		
Waste sorting stations with recycling, composting, and landfill		
Sustainable Event Materials and Giveaways		
Prioritize digital materials and experiential giveaways over physical items		
Physical items have a practical use, can be used immediately or reused		
Physical items can be recycled or composted		
Physical items are from a diverse business		
Sustainable Catering and Food Selection		

Accurate headcount of attendees expected to eat		
Food items are served a la carte; plates are small		
Food is minimally packaged in recyclable or compostable material		
Food is plant-based OR seafood/poultry (no beef or pork)		
Food is sustainably sourced and locally produced		
Sustainable Communication		
Attendees are made aware of sustainable objectives prior to the event		
Attendees are reminded of objectives during the event		
Sustainable goals are communicated to volunteers and hired third parties		
Signage is posted throughout venue for diversion and encouragement purposes		
Sustainability practices are designed with attendees in mind (should be convenient and speedy to comply with)		