**Green Event Checklist**

**Planning the Event**

🞏 Establish green goals for the event

🞏 Select event venue that supports green practices and is easily accessible

🞏 Develop a transportation plan for the event

🞏 Make purchasing decisions based on the ability to minimize waste and reuse materials

🞏 Find food service providers for the event and communicate the event’s green goals

🞏 Identify location of compost and recycling re-sortation stations in the event’s site plan

🞏 Recruit volunteers to oversee re-sortation stations

**🞏** Communicate the event’s green practices in all communication material and advertising including to all participants, support staff, volunteers and vendors using the site

**Before the Event**

🞏 Provide vendors with information on waste diversion practices at the event

🞏 Prepare a food services plan listing products for sale and type of materials for disposal

🞏 Order bins and arrange hauling service for compost and recyclables

🞏 Complete scheduling and training of volunteers to oversee re-sortation stations

🞏 Create signage and visual display of accepted materials for re-sortation bins

🞏 Plan to communicate green initiatives during the event (e.g. signage, announcements)

🞏 Consider establishing a load-in schedule to reduce congestion and idling during event setup

**Day of the Event**

🞏 Setup and label re-sortation station bins

🞏 Check in with vendors at the beginning of the event to remind them of location of re-sortation stations

🞏 Have volunteers educate event participants on sorting compost and recyclable materials at re-sortation stations

🞏 Have volunteers monitor bins for cross-contamination and empty full bins

🞏 Communicate green initiatives during the event (e.g. signage, announcements)

🞏 Record data on number of vendors, volunteers, participants in attendance and volume of waste diverted from landfill.

**After the Event**

🞏 Clear event site of litter

🞏 Have compost and recyclable bins hauled away for processing

🞏 Communicate through media release, website and email the results of the event (e.g. participation number and volume of waste diverted)

🞏 Thank vendors, support staff, volunteers and participants for their assistance in making it a green event