



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY

# Sustainable Event Checklist

*Community & University Sustainability Project Team*

February 2018

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[www.universityofgalway.ie/sustainability](http://www.universityofgalway.ie/sustainability)

Note:

University of Galway welcomes thousands of delegates to conferences and events on campus every year.

One of the target aims of the [University of Galway Sustainability Strategy 2017-2020](#) is to develop a **Sustainable Event Policy**. The **University of Galway Sustainable Event Checklist** is the first step in the **Sustainable Event Policy** development process and the checklist is intended as a simplified tool to assist event organisers to organise sustainable events.

The **Sustainable Event Checklist** is a 'living' document, tailored to University of Galway and will evolve and change over the life cycle of the existing sustainability strategy and our next strategy 2020-2030-based on user feedback, local and national policy, changes to operational processes etc.

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<b>BEFORE THE EVENT</b>	<b>YES/NO</b>
Is there a nominated person to ensure the event is organised in a sustainable way?	
Does the venue fit the topic of the event (e.g. events aimed at raising climate and energy awareness hosted in energy efficient buildings etc.)	
Can you hold some part of the event at an outside location or naturally lit indoor location?	
Have you implemented digital/paperless promotion of the event?	
Can you implement on-line access to the event and enable presenters to present virtually if they are unable to attend in person?	
Can you encourage sustainable transport to the event (e.g. walking, cycling, public transport).	
Have you included <a href="#">University of Galway Map of Campus Cycling Facilities</a> with event pack	
Can you include physical activity as part of the event (e.g. at lunch break perhaps a walk along <a href="#">University of Galway Biodiversity Trail</a> )?	
Have you an Event Waste Management Plan in place that focuses on waste reduction, recycling and zero waste to landfill?	
If participants need to stay overnight, do you select environmentally-friendly and local accommodation?	
If gifts, prizes etc. are planned is there an ethos of sustainability associated with them?	
Can you reduce the need to purchase items for the event-borrow where possible?	
Can you include some learning about sustainability for all attendees?	
Have you made a concerted effort to reduce waste associated with the event (e.g. booklets on memory stick, centralised billboards, signage, maps, and agenda etc) If waste is necessary endeavour to have zero waste to landfill.	
<b>DURING THE EVENT</b>	
Do you make sure that lights are on only when it is necessary? Do you make sure the heat is only on where it is necessary?	
Do you use environmentally-friendly options for name badges? At the end of the event do you collect the name badges so that they can be used again?	
Are the decoration of the venue and the presentation materials environmentally-friendly and recyclable?	
Do you print only those materials that are absolutely necessary, and other materials are made accessible electronically?	
Can you free the event from plastic bottled water and use tap water instead?	
Is catering provided by a local enterprise using environmental criteria or having an environmental certification?	
Are the products bought and served locally produced, seasonal and if possible organic/bio?	
Do you provide climate-friendly and green eating options? i.e. vegetarian/vegan courses made from locally produced seasonal vegetables	
Do you provide fair trade tea and coffee?	
To avoid waste do you ask participant in advance what meals they would like to have and what portion size they would prefer?	
Are leftovers reused either at the event or elsewhere (e.g. as donations)?	
Do you give preference to reusable and washable catering items over plastic/recyclable /compostable and finally throw-away? e.g. glasses for water, ceramic mugs and plates, stainless steel cutlery, no single use catering items e.g. straws, disposable coffee cups. Compostable items where single used is required.	
<b>AFTER THE EVENT</b>	
Do you send an on-line survey for event evaluation?	
Do you send out paperless thank-you notes?	
Do you promote success of your event sustainability efforts?	

**Are there any other sustainability related efforts you would like to record here: \_\_\_\_\_**