

Venues checklist

Ask your suppliers to complete this checklist in more detail online at www.eventberry.com.

Business

- Ask for copies of relevant policies – health and safety, sustainability, environmental and sustainable procurement policies if available.
- How well communicated are these – do staff receive training and is there a member of staff with responsibility for sustainability? Is information provided for guests?
- Check the employment terms of event staff.
- Is there anything else that would recommend the venue, e.g. heritage site, charity or social enterprise, regeneration area, an eco building?
- Does the venue restrict you to a preferred list of suppliers such as caterers and production companies?

Site

- Is the site in any way sensitive and at risk from the event, such as biodiversity or archaeological significance?
- Will the extra visitors have any positive or negative impact on the site or immediate area? Think in broad terms – for example bringing investment to the local economy, or causing soil erosion?

Energy

- What energy saving measures are in place? This could include systems such as low energy or motion sensor lighting, heating/cooling systems and also housekeeping measures about energy use.
- Where does the venue's energy supply come from?
- Is the event space lit by any natural daylight?
- Can the energy use of your event be measured?
- Does the venue have a Display Energy Certificate (DEC)? These are required in large public buildings such as Town Halls and museums, and can be displayed by any building.

Waste

- What recycling facilities does the venue have in place for event waste?
 - Glass
 - Metal
 - Plastics
 - Paper and card
 - Food waste compost
 - Specialised waste such as fabrics, batteries, printer cartridges etc.
- What sort of hand drying facilities are provided in toilet areas?
- Are split bins provided in the event area to sort different waste for recycling?

Water

- What water saving measures are in place? This could include systems such as restricted flush or composting toilets, motion sensor taps and rainwater harvesting as well as clear housekeeping rules related to water use.
- Does the venue use eco friendly cleaning products?
- Are any water courses at risk from the event? (Outdoor sites)

Transport

- How close is the venue located for the majority of guests travelling to the event?
- How easy will it be for guests to reach the event by public transport?
- Does the venue have pedestrian and bicycle access? Are there any facilities such as bike racks?
- As an organiser, what can you do to provide, encourage and communicate better transport choices for your guests?

Access and equality

- Is the venue fully accessible to disabled guests? Preferably this should be by the same route as other guests. Are disabled toilets of a good standard?
- Does the venue have any of the following facilities:
 - Braille signage or floor signals for the visually impaired
 - Automatic doors
 - Hearing loop
 - Unisex baby changing facilities
 - Crèche

Catering checklist

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Business

- Ask for copies of relevant policies – health and safety, sustainability, environmental and sustainable procurement policies if available.
- How well communicated are these – for example will event staff be able to tell guests where food is sourced from?
- Check the employment terms of event staff.
- Is there anything else that would recommend the supplier, e.g. social enterprise, small community business, excellent CSR activities?

Energy

- What energy saving measures are in place? This could include efficient appliances and housekeeping measures about energy use.
- What energy supplier does the caterer use?
- How will the food be served – does it need to be kept hot for long periods?

Transport

- How local is the caterer to the event?
- If food is to be transported to the event, how far and by what means will it travel?
- Can you have a menu with no air freighted ingredients?

Menu

- Ask for details of sourcing for all key ingredients on the menu. Check that as far as possible these are:
 - seasonal
 - preferably locally sourced, or at least from the same country as the event. Support of small producers is best.
 - organic if possible
 - meat and eggs are free range
 - fish and seafood are not on the 'avoid' list at www.fishonline.org, specify Marine Stewardship Council (MSC) certified if possible
 - GM free
 - fresh, natural ingredients rather than highly processed foods.
- Cut down on the red meat on the menu – go for vegetarian or even vegan for the most sustainable route.
- Consider whether healthy options are on offer.
- Ask for Fairtrade products such as tea and coffee, sugar, chocolate and fruit.
- Will guests with special dietary requirements be catered for – do they have an option to ask in advance?

Waste

- Try to be as accurate on guest numbers as possible. Check what is the latest date you can specify numbers.
- What serving ware will be used? – reusable is best
- If disposable serving ware or packaging is necessary, specify compostable or biodegradable materials.
- What will happen to food waste? Can it be composted or given to someone who can use it?
- Can any glass, plastic, paper or metal event waste be recycled?

Water

- Can tap water be served?
- Does the caterer have any water saving measures in place?

Print and branding checklist

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This very simple checklist that will apply to all event materials:

- Is it really needed? Really?
- Who made it?
- Where was it made?
- What is it made from and packaged in?
- What will happen to it after use?

For all products and suppliers

- Ask for copies of relevant policies – health and safety, sustainability, environmental and sustainable procurement policies if available.
- Where is the product or material sourced from and where is it printed? How is it transported? Look for local products and avoid air freight.
- Can evidence be provided of an ethical supply chain, ensuring fair and safe working conditions for the people who made the product?
- How will the product be packaged? Can the amount of packaging safely be reduced?
- Is there anything else that would recommend the supplier, e.g. charity or social enterprise, Fairtrade products, local producer?

Printed materials

- Are you printing only the necessary documents? Conference handouts and presentations for instance may be better provided on a USB stick or website to be accessed as required rather than given out to every guest.
- Make sustainability a criterion at the design stage, rather than waiting till the printing. Design choices can minimise paper and ink usage, and cut down waste.
- Print double sided.
- Reduce margins and white space.
- Choose the smallest suitable format.
- Use a standard 'A' paper size to reduce wastage, as print presses are based around these.
- Avoid large blocks of ink.
- Avoid laminates, foil blocking and binding types that will make it harder to recycle paper after use.
- If possible, design printed materials to have life beyond the event, for example do not include the event date on folders so any spares may be used for future events.
- Specify 100% recycled post-consumer paper as standard. As a bare minimum requirement, part recycled or as a last resort FSC certified paper may be used.
- Opt for chlorine free, unbleached, 'natural white' or 'off white' paper, and the lightest gsm weight suitable for the item.
- Choose a printer with environmental credentials such as ISO 14001 or the Greenmark. Do they use low VOC vegetable based inks and minimise chemical use? Do they use a renewable energy supply?
- Get accurate estimates of quantities required and do not over order unnecessarily just because it is cheap to do so.
- Proof, proof and proof read again to avoid mistakes and costly reprints.

Signage and venue branding

- Carefully establish what level of signage and branding is actually required at the venue.
- Can you utilise existing facilities where possible such as display screens?
- Again, try to design any printed materials to have life beyond the individual event using a generic company design that can be used for future events.
- Look for environmentally friendly options – such as chalkboards, organic cotton banners, recycled cardboard, biodegradable PVC.
- How will the materials be disposed of at the end of their life? Can they be recycled through normal waste collection, or can they be returned direct to the manufacturer for recycling?

Merchandise, giveaways, delegate packs and goody bags

- Can you really justify the need for the product? Is it something guests will genuinely want or a useless branded knick knack?
- Is there a sustainable option for the product? Choose recycled and reclaimed materials, natural fibres such as bamboo, organic cotton, FSC wood and corn starch.
- Look for unusual and innovative solutions such as
- making items out of your organisation's own waste material.
- What will happen to the product after use? Will it be of lasting use to the guest? Can it be recycled or composted?

Production checklist

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- Ask for copies of relevant policies – health and safety, sustainability, environmental and sustainable procurement policies if available.
- How well communicated are these – do staff receive training and is there a member of staff with responsibility for sustainability?
- Check the employment terms of event staff.
- Is there anything else that would recommend the supplier, e.g. social enterprise, small community business, excellent CSR activities?
- Ask the production manager to advise on the most sustainable, energy efficient set up for your specific event. Technology keeps developing, so look for a company with up to date knowledge and kit.

Energy

- What energy saving measures are in place? This could include efficient equipment and housekeeping measures about energy use.
- What energy supplier does the production company use?
- Get the specifications of equipment, and for each type, ask if there is a more efficient alternative. Specify LED lights wherever possible.
- Request that all equipment be turned off when not in use. On the day, check that this happens.

Set

(includes any structure such as stage set, exhibition stands, bespoke furniture etc)

- What materials are all set materials made from? Check how sustainable these are. Look for interesting alternatives such as recycled fabrics and card.
- Specify any wood used is FSC certified.
- Choose stock sets which are reusable and reconfigurable.
- Avoid 'one use' materials such as stage felting and carpets where possible.
- If any waste materials will be generated, what will happen to these after the event?
- Look for alternatives to printed branding such as projection. Avoid event specific printed items such as those with the event date on them.

Transport

- Is there any in house kit at the venue that is suitable for your event?
- How local is the production company to the event?
- If equipment is to be transported to the event from a warehouse, how far and by what means will it travel?
- Is there an alternative which is nearer?
- How will production staff travel to the event?
- If equipment is coming from a number of suppliers, can any journeys be doubled up?

Waste

- If any waste materials will be generated, what will happen to these after the event?