

Greening Check List-Meeting Logistics

Should also be shared with the venue staff.

PRIOR TO THE MEETING

As a Host or Planner do you...

Put a **Y** next to the items that you are doing, a **W** next to the items you are willing to do, and an **N** next to the items you will not do.

1		Post your environmental policies and practices on the conference website promoting your commitment to this mission?
2		Choose facilities that reduce transportation requirements due to proximity to airport, local and public transit, or activities associated with conference? Require green practices be included in contracts.
3		Provide participants with information on public transportation?
4		Ensure availability of bicycling options, including storage and parking, for participants?
5		Inform the hotel and meeting attendees that you will be using the "Green Hotel Initiative Guest Cards?" The cards allow guest to request and rate environmentally responsible practices.
6		Provide conference information electronically via e-mail or Internet site?
7		Take measures to reduce paper waste at check-in (e.g., short registration forms, computerized systems)?
8		Use name cards that are reusable plastic? If name cardholders are used, are participants asked to return them at the end of the meeting? Are there convenient receptacles for collection?
9		Rent signage? If purchased, it should be durable, generic and undated so that it can be reused at other events (e.g., plastic signs with removable letters).
10		Require exhibitors to use soy based ink and recycled paper (minimum 30% post consumer) for their materials?
11		Require exhibitors to use recycled or consumable products as giveaways?
12		Prohibit gift items made from endangered or threatened species?
13		Consider offering emissions offset to neutralize the carbon pollution produced by the event, related travel and other activities?

DURING THE MEETING

As a Host or Planner do you...

Put a **Y** next to the items that you are doing, a **W** next to the items you are willing to do, and an **N** next to the items you will not do.

14		Use laptops onsite? They only use 10% of the power required by desktop.
15		Use soy based ink and recycled paper (minimum 30% post consumer) for your conference?
16		Use environmentally responsible office equipment onsite?
17		Use place cards and banners that are reusable and/or recyclable, made from recycled materials?
18		Give attendees reusable coffee mugs at the start of the

		meeting/conference?
19		Choose locally grown/indigenous centerpieces and decorations that can be reused or given away as prizes, such as living plants, or silk flowers?
20		Remind attendees of the waste reductions and other environmental opportunities during the session introductions each day?
21		Have numerous recycling bins and are they conveniently located and well marked?
22		Have available usable dry markers, erasable boards or blackboards, overheads and slides, instead of paper flip charts? (If paper flip charts absolutely must be provided, they should be made of recyclable newsprint, with recycled content.)
23		Ask presenters to turn off overhead and slide projectors when not in use?
24		Distribute brochures, handouts and session notes in limited demand to those with a genuine need or interest? (e.g., by providing a sign-up sheet or collecting business cards for subsequent mailings; putting copies at the front of the room rather than at the back.)
25		Check food and beverage list to ensure the use of green practices and products?
26		Have anything further to describe your use of environmentally responsible practices?

POST-CONFERENCE

As a Host or Planner do you...

Put a Y next to the items that you are doing, a W next to the items you are willing to do, and an N next to the items you will not do.

27		Settle master accounts and other documents by e-mail?
28		Offer the post conference proceedings electronically or on CDs versus printed volume?

Greening Check List-Properties/Venues

HOTEL OPERATIONS

As a Property Host Do You....

Put a **Y** next to the items that you are doing, a **W** next to the items you are willing to do, and an **N** next to the items you will not do.

Education/Awareness

1.		Have individuals at your facility with authority and resources to take responsibility for environmental management?
2.		Actively participate in an environmental partnership or certification program? i.e. Energy Star (Green Lights), Green Seal, Green Globe, Buy Recycled Business Alliance, Waste Wise, Green Leaf (Canada) If yes, please circle which program you are working with.
3.		Have a management system in place to educate employees on environmental practices and to ensure that these practices are being monitored and evaluated to improve environmental performance?
4.		Communicate environmental efforts to guests, vendors, shareholders and the public?
5.		Have recycling receptacles in the guest rooms?
6.		Have green amenities and programs that can be displayed on placards in the guest rooms to inform your guests about your "green" efforts? Do you encourage them to participate through the use of the "Green Hotel Initiative Guest Card"?
7.		Use the "Green Hotel Initiative Guest Cards"? The cards allow guests to request and rate environmentally responsible hotel practices.

Energy Efficiency

8.		Is energy efficient lighting in place in your property? Circle areas where they are in place: lobby, hallways, exit signs, public restrooms, offices, meeting rooms, outdoor areas, guestrooms.
9.		Are occupancy sensors or timers used to control lighting in intermittent-use areas? Circle areas where they are used: meeting rooms, storage areas, public bathrooms, staff bathrooms.
10.		Have meeting rooms that have dimmers on lights?
11.		Are programmable thermostats with motion detectors used to control HVAC in guestrooms?
12.		Use glazing on windows throughout the hotel to prevent heat from building up,

		while still allowing light through? Have you considered purchasing energy-efficient windows if you need to upgrade?
13.		Do windows open for fresh air?
14.		Use florescent lighting on your property? What is the percentage used?
15.		Have a strict maintenance schedule for heating and cooling appliances throughout your facility?
16.		Have accessible public transit system from the airport and the downtown core?
17.		Have meeting rooms that have windows for natural lighting?
18.		Have energy-efficient lighting fixtures in each room? Compact fluorescent fixtures can be screwed into many existing lamps and ceiling fixtures. To prevent theft many hotels are installing new fixtures with the compact fluorescent lamps hard-wired into the fixture.
19.		Use programmable thermostats with motion detectors used to control HVAC in guest rooms?
20.		Encourage staff to close drapes and turn off lights and air conditioning when rooms are unoccupied?
21.		Have rooms that have Energy Star- labeled TVs and other energy efficient appliances?
<u>Solid Waste Minimization</u>		
22.		Have guestroom dispensers for soap and shampoo? If so, is your property willing to remove all small plastic amenity bottles from the guestrooms, occupied by our participants?
23.		Have recycling program? If yes, what materials are included?
24.		Have a contract with recycling hauler/s or businesses?
25.		Provide recycling bins for meetings? Circle which materials we will have recycle bins for: aluminum, glass, newspaper, white paper, plastic, steel cans
26.		Recycle other items such as corrugated boxes, kitchen grease, coat hangers, florescent lamps, organic waste, printer cartridges and sterno?
27.		Have a composting system?
28.		Provide the opportunity for guests to register and checkout electronically? (paperless)
29.		Donate used furniture, linens and equipment to local nonprofit or charitable organizations? Use old towel and linens as rags for cleaning?
30.		Have props, decorations, foliage or centerpieces that are reusable?
31.		Encourage guests to recycle by providing clearly marked recycling bins for cans, bottles and newspapers?
<u>Environmental Purchasing</u>		
32.		Buy reusable cups, mugs dishes and silverware for employee use? Consider including your company logo and employee names on mugs?
33.		Regularly purchase reusable and durable products?
34.		Regularly purchase products that can be recycled or are biodegradable?
35.		Have restroom supplies, hand towels and toilet paper that are made of recycled products? Do you have air dyers?
36.		Use paper products bleached without chlorine and made with the following minimum post-consumer recycled content? (office paper 30%, glossy printed material 10%, bath tissue 50%, facial tissue 20%, napkins and paper towels 60%) Circle all that apply

37.		Give preference to products that are environmentally responsible, i.e. low toxicity, organic or locally grown/made?
38.		Give preference to the selection of environmentally responsible service providers, i.e. renewable energy, integrated pest management, alternative fuel vehicles?
<u>Water Conservation</u>		
39.		Have housekeeping and engineering department maintenance system that monitor, detect and repair leaking toilets, faucets and showerheads?
40.		Does your property use water-conserving fixtures? Circle those that are used: 1.5 gallons per minute faucet aerators, 2.5 gallons per minute showerheads, 1.6 gallons per flush toilets.
41.		Use plants that require little water or maintenance when landscaping your property?
42.		Provide meeting tables without tablecloths, if the tables are in good condition?
43.		Have staff sweep, not spray, parking lots, sidewalks and driveways?
44.		Give guests a choice on having bath linens exchanged?
45.		Offer guests a choice on having bed sheets changed?
46.		Have guestrooms that have low-flow showerheads? Low-flow toilets? Low -flow sink aerators?
<u>Air Quality</u>		
47.		Is air filtration in place/available for guestrooms?
48.		Minimize the use of harmful chemicals or use non-toxic products for use in cleaning? (MSDS Health Hazard Rating 1 or 6 SS)
49.		Use low VOC (Volatile Organic Compound) materials on the property? (paint, adhesives, carpeting and air fresheners)
50.		Have windows that open?
51.		Clean rooms with environmental cleaners to improve indoor air quality and reduce emissions of volatile organic chemicals?
<i>As a Property Host Do You....</i> Put a Y next to the items that you are doing, a W next to the items you are willing to do, and an N next to the items you will not do.		
<u>Other</u>		
52.		Try to reduce dry cleaning and laundry packaging, i.e. plastic wrap, boxes, paper bags?
53.		Use chips or coins rather than disposable paper tickets for coat checking and auto parking?
54.		Distribute meeting materials and sample products left behind to a local charity that can put them to good use?

Greening Check List-Food and Beverage

FOOD AND BEVERAGE

As a Host or Planner do you...

Put a Y next to the items that you are doing, a W next to the items you are willing to do, and an N next to the items you will not do.

Waste Minimization

55.	Provide bulk services for condiments, beverages and other food items instead of individually packaged?
56.	Ensure that food and beverage packaging is recyclable and that it will be recycled?
57.	Give attendees reusable coffee mugs at the start of the meeting/conference?
58.	Arrange to have left over food donated to a local food bank or soup kitchen?
59.	Ask if unusable left over food portions can be composted, or shipped to a local farm as pig feed?
60.	Offer sustainable menus?
61.	Avoid the use of boxed lunches to reduce generation of waste materials?
62.	Choose centerpieces and decorations that can be reused or given away as table prizes?
63.	Provide accurate attendance to service providers to reduce waste in conference activities?
64.	Ensure recycling areas are well marked and displayed around the food service areas?
65.	Ensure that reusable serving containers, tablecloths, linen napkins, dishes, and silverware or biodegradable products are provided?
66.	Serve beverages in pitchers?
67.	Serve food without garnish or make garnish part of the meal?

Energy Efficiency

68.	Ask supplier to buy local produce that is in season to avoid costly transportation of goods and unnecessary emissions?
69.	Offer vegetarian meal selections?

Water Conservation

70.	Offer water saving strategies for example: not pre-filling water glasses, not providing a saucer under the coffee cup or offering large containers of drinking water rather than individual bottles?
71.	Reduce the use of ice in drinking water?

Environmental Purchasing

72.	Offer fair trade, shade grown, organic coffee?
73.	Offer organic produce, and free range chicken/eggs/meats?
74.	Know the current list of threatened/endangered species/fish and avoid offering them?

Education/Awareness

75.	Teach staff to implement environmental policies?
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Greening Check List-Exhibitors*To be shared with decorator company.***FREIGHT****As a Host, Planner or Exhibitor do you...**

Put a Y next to the items that you are doing, a W next to the items you are willing to do, and an N next to the items you will not do.

76.	Use recyclable, biodegradable shipping and packing materials?
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77.	Participate in recycling cardboard, freight boxes, and plastic wrappings?
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78.	Minimize packaging materials?
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EXHIBITS**As a Host, Planner or Exhibitor do you...**

Put a Y next to the items that you are doing, a W next to the items you are willing to do, and an N next to the items you will not do.

Energy Efficiency

79.	Require the lights, power and HVAC be reduced during move in and move out times in the exhibit hall?
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80.	Minimize the need for additional electricity within the exhibit booth or use energy efficient processes?
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81.	Conserve lighting/energy use in booth display and design?
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Waste Minimization

82.	Design booths with environmentally responsible materials?
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83.	Limit the amount of large quantities of collateral? Do you encourage them to be sent upon request?
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84.	Have a donation area for exhibitors to contribute leftover or reusable items?
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85.	Require participation in recycling at move out?
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86.	Collect delegate nametags to be reused?
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87.	Avoid printing dates on materials so they can be reused?
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88.	Minimize handouts and print double-sided?
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89.	Reuse packing materials to minimize waste?
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90.	Give attendees the option of receiving exhibitor information electronically?
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91.	Have recycle bins available on show floor, next to existing trash bins?
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92.	Use electronic scan cards for attendees' profiles?
Environmental Purchasing	
93.	Use environmentally friendly carpet options?
94.	Strive to use signage that is reusable, made of recycled materials or donated?
95.	Use soy based ink and recycled paper (minimum 30% postconsumer) on exhibitor materials?
96.	Use recycled or consumable products as giveaways?
97.	Prohibit gift items made from endangered or threatened species?
Education/Awareness	
98.	Make information available so all participants know what and where recycling materials are collected?
99.	Have criteria or contest to recognize "green" exhibitors? Do you send criteria to exhibitors in advance? (Criteria may include: how environmentally responsible is their booth, give-a-ways, collateral materials, etc.) Do they participate in recycling during the move in/out process?)

Greening Check List References and Resources

Blue Green Meetings, Oceans Blue Foundation,
www.bluegreenmeetings.org/HostsAndPlanners/index.cfm

EPA's One-Stop Information Source for Green Meeting. Tools and Resources, U.S. Environmental Protection Agency,
www.epa.gov/oppt/greenmeetings

Green Accommodations, Saving Money and the Environment,
Pennsylvania Department of Environmental Protection and GreenWorks TV,
www.dep.state.pa.us (directLINK "Green Hotels")

Green Guidelines for Greenbuild Conference, U.S. Green Building Council,
Prepared by Meeting Strategies Worldwide. For more information about the USGBC, visit their website at www.usgbc.org

Green Hotel Initiative Guest Request Card and Best Practice Survey, The Coalition for Environmentally Responsible Economies (CERES).
www.ceres.org

Green Meetings Policy, The National Recycling Coalition, www.nrc-recycle.org

Green Seal-Environmental Standard for Lodging Properties, Green Seal,
www.greenseal.org

It's Easy Being Green! A Guide to Planning and Conducting
Environmentally Aware Meetings and Events (September 1996), U.S.
Environmental Protection Agency

Meeting Planners Questionnaire, Green Hotels Association,
www.greenhotels.com