

Climate- and environmentally-friendly events: a checklist for organizers

CHOICE AND ARRANGEMENT OF THE PREMISES	YES/NO
The premises fit the topic of the event. E.g. events that aim at teaching and raising climate and energy awareness should be held in buildings designed or renovated this way, the furniture should be natural, natural or energy efficient lighting etc.	
The premises are central and easy to reach with public transport.	
There is bicycle storage opportunity on the premises.	
Participants are encouraged to use environmentally-friendly means of transport (on foot, by bicycle, public transport).	
Organizers facilitate ways in which participants can travel together – e.g. sharing cars.	
There is natural light as much and for as long as possible	
It is possible to set the cooling and heating system. Temperature is adjusted to fit the season.	
Organizers use energy economically. On the venue of the event people agree e.g. to switch off lamps and air-conditioning when the rented and other connected rooms are not used.	
There is selective waste collection available (or if not, provided by the organizers) on the premises.	
Decoration and presentation materials are environmentally-friendly and recyclable.	
The carbon dioxide emission of the event is neutralized in some way. E.g. an event is organized to counterbalance the carbon dioxide emission (see tree planting). Or another organization is commissioned to counterbalance it (e.g. through supporting sustainable energy projects).	
Organizers present their environmental efforts related to the event (e.g. carbon footprint calculation and neutralization) to participants and presenters.	
If people stay overnight, environmentally-friendly accommodation is chosen. E.g. bed linen and towels are only changed when requested, shampoo and soap is bought in large quantities. Or an environmental management system is in operation at the siget (ISO 14001, EMAS).	
CATERING, FOOD AND DRINKS	
If the nature of the event makes it possible, e.g. climate club, participants are asked to bring homemade cakes and drinks etc.	
Catering is provided by a local, and if available, a social enterprise.	

Organisers make sure that the packaging of food and drinks is recyclable and that they really get recycled.	
The products bought and served are locally produced, seasonal and if possible organic/bio.	
At events, great quantities of coffee and tea are consumed usually. Organisers check what kind of farm the coffee comes from as far as environmental and social aspects are concerned and select fairly traded options.	
The meat and milk products as well as eggs bought come from organic farms or free range animal farms.	
Climate-friendly and green eating is available, that is, the menu includes vegetarian courses preferably made from locally produced seasonal vegetables.	
To avoid waste, participants are asked in advance which meals they would like to have.	
At the main meal participants have the option to select smaller portions or not to have all the courses.	
Leftovers are reused either at the event, they are given to the needy, or they are composted.	
Pots and dishes are also environmentally-friendly: organisers prefer reusable pots, if they are for one use only, the material is biodegradable (e.g. paper or bio-plastics).	
MATERIALS, IMPLEMENTATION AND ARRANGEMENTS	
Only those materials printed and handed out to all participants that are absolutely necessary –other materials are made accessible electronically.	
For printouts environmentally-friendly paper is used. The printing methods are economical with resources (e.g. double-sided printing, environmentally-friendly ink).	
If the services of a printing house are used, an environmentally-aware printing house is selected (e.g. one that operates a certified ISO 14001, EMAS system). Furthermore, the printer is requested to use environmentally-friendly paper and ink.	
At the end of the event the businesscard holders of participants/visitors are collected so that they can be used again in the future.	
Distributed materials are recycled, last long and can be reused etc.	
Presenters are asked to minimize their handouts and distributed materials.	
Cleaning is also environmentally-friendly: economical use of water and environmentally-friendly cleaning materials.	
Organizers use their influence as customers to encourage the contracted service providers to make their activities greener.	