

## Sustainability Standards for Hosting Events

Below is a checklist of how you can take part in sustainable initiatives when hosting events. This list may seem daunting, but remember it's appropriate to start small and take it one step at a time.

When choosing a venue:

- Choose central locations-keep the distance guests need to travel in mind
- Consider if it is easy for guests to use public transit or carpool
- Be conscious of choosing a venue that is aware of sustainability (e.g. takes part in initiatives to reduce waste and energy use)
- Choose a venue with significant natural light-don't have to use lighting

Plan to reduce waste by doing the following:

- Using recyclable/biodegradable products when single use products are needed (e.g. cutlery, name tags, writing utensils, table numbers/signs, notepads, etc.)
- Use real silverware and china
- Minimize the amount of paper used (e.g. use electronic copies)
- When printing is necessary, opt for double-sided
- Don't hand out plastic water bottles-encourage guests to bring reusable bottles, have water glasses available, provide a bulk dispenser/pitcher
- Don't pre pour beverage glasses
- Ensure recycling and compost bins are easily accessible
- Ensure that items disposed of in recycling/composting bins end up being recycled/composted
- Post signage informing what items can be recycled and composted

When offering food and beverage:

- Buy food from local businesses that use local products (within 100km)
- Ensure coffee provided is fair trade
- Donate or compost leftover food
- Determine a strong head count before event to reduce having leftover meals
- Avoid single packed condiments

Additional initiatives:

- Pay carbon footprint offsets
- Only choose AODA compliant accessible venues
- Ask AV team to use less energy (ex. LED lighting)