

Large or Major Event Checklist

Although every action listed below may not be relevant to your event, please consider the following actions when planning.

Venue

- ◇ Reserve a space on the campus where most people are located
- ◇ Find accommodations for attendees within walking distance of the event
- ◇ Minimize waste and divert from the landfill
 - ◇ Avoid one-time use and give-away items
 - ◇ Avoid printed agendas, program booklets, and provide information electronically
 - ◇ Ensure the space has recycling, landfill, and compost bins prior to the event
- ◇ Turn off all lights, computers, projectors, and electronics when not in use
- ◇ Choose a venue that has their own environmental policies and practices

Food and Beverage

- ◇ Request an RSVP to better estimate number of attendees
- ◇ Ensure that all event staff are trained on proper disposal or recyclables and compostables
- ◇ Serve pitchers of tap water with reusable or compostable cups
- ◇ Use vegetarian or vegan options to reduce the amount of meat served
- ◇ Order fish from only sustainably managed sources
- ◇ Order seasonal and local foods
- ◇ Order fair-trade coffees, teas, and chocolates
- ◇ Serve buffet style; no individual packets of chips, condiments, etc.
- ◇ Provide reusable serving ware and cloth napkins
- ◇ Donate leftover, unserved food when possible

Communications

- ◇ Create an event website with online registration
- ◇ Distribute agendas and handouts electronically
- ◇ Print double-sided for items that *must* be printed
- ◇ Provide reusable name badges

- ◇ Create reusable signs *without* dates
- ◇ Use whiteboards or chalkboards as opposed to paper flipcharts
- ◇ Limit giveaways and use reusable materials for courtesy bags
- ◇ Ask for feedback on your green efforts!

Transportation

- ◇ Consider video or teleconferencing when necessary
- ◇ Encourage use of public transit or the Loyola shuttle
- ◇ Offer shuttle service
- ◇ Provide electronic walking maps that are accessible via smartphone

Have questions? Want more information? Email sustainability@loyola.edu