

Yale Sustainability – Green Event Planning Checklist

Use these steps to plan ahead for a green event!

Three Weeks Before

<input type="checkbox"/> Make an invitation list and select venue.	Use electronic applications or a spreadsheet to compile your guest list and determine location.
<input type="checkbox"/> Send save the date/invitation.	Use electronic communication to share who, what, when, where, and why about your event to your guests.

Two Weeks Before

<input type="checkbox"/> Know your guests.	Collect information on guest dietary restrictions and allergies and travel limitations.
<input type="checkbox"/> Plan the menu and contact the caterer.	Select food that is mostly vegetarian, local, and organic when available, and discuss strategies for reducing unnecessary waste (like coffee stirrers, paper doilies, and straws and know that plastic servingware can be recycled once food waste is removed).
<input type="checkbox"/> Set up video/teleconferencing.	Provide video or teleconferencing for participants who cannot or would like to avoid travel to the venue.

One Week Before

<input type="checkbox"/> Prepare unavoidable printing.	Prepare all unavoidable printing on post-consumer recycled paper and use both sides of each sheet of paper.
<input type="checkbox"/> Think wisely about purchases.	Ensure that giveaway items are appropriate to use for more than one occasion.
<input type="checkbox"/> Look at venue.	See if your venue has dry-erase boards, blackboards, or electronic projectors to replace flip charts and handouts.

Three Days Before

<input type="checkbox"/> Contact guests.	Encourage participants to bring their own serving and drink ware; get a final head count; and provide electronic resources.
<input type="checkbox"/> Contact caterer.	Contact caterer with final participant numbers.

Day of Event

<input type="checkbox"/> Set up waste flow.	Make sure large enough labeled recycling bins are clearly and conveniently placed adjacent to all trash cans.
<input type="checkbox"/> Set up water.	Provide water in pitchers and/or large dispensers, and avoid sugar-sweetened beverages.
<input type="checkbox"/> Get ready for event.	Set up a convenient drop-off point for all unwanted handouts and accessories.

After Event

<input type="checkbox"/> Collect items and donate leftovers.	Collect reusable items such as name tags and donate leftover food and beverages to a local food bank.
<input type="checkbox"/> Offset your event.	Counteract the environmental impact of the event by purchasing emission offsets, and inform participants of this action.