

Your Green Venue Checklist



Selecting a ‘green venue’ is one of the simplest and most effective steps you can take to make your events more sustainable. To help you do this, the Event Greening Forum (EGF) has developed this green venue checklist of questions to ask before you decide on where to host your next event.

GENERAL	YES	NO
Does the venue have a sustainability Vision Statement/ Policy Statement? Is it accessible or visible to everyone? <i>If yes, ask for a copy.</i>		
Can the staff answer your questions about the sustainability vision statement? Is there general awareness among everyone? <i>Ask to see what they are doing on a site visit. E.g. Ask to see how they separate waste into recyclables and non-recyclables. Ask to see the results of their efforts. Ideally they should be measuring this.</i>		
PROCUREMENT	YES	NO
Do you have an eco-procurement* policy? <i>If yes, ask for a copy.</i> *Eco-procurement means giving preference to products and services that have a positive impact on the environment (think energy, water, waste and carbon footprint) and the local community.		
Can person responsible for procurement answer your questions about the venue’s procurement policy? <i>Again, once you receive the document, ask lots of questions.</i> <i>Examples of eco-procurement could include: Prioritising working with hyper-local companies and companies that have a strong social investment policy.</i>		
SOCIAL	YES	NO
Is the venue taking steps to work with, and uplift, the local community? <i>If yes, ask questions to better understand this.</i> <i>Examples could include: Offering training and employment opportunities to disadvantaged youth; working with an NGO that is helping entrepreneurs to establish a small business; sourcing products and services from local businesses; or ongoing support of a nearby school.</i>		

ENERGY	YES	NO
Are steps being taken to reduce energy consumption at the venue?		
If yes, can the staff explain what is being done and what the results are? <i>Examples could include: The venue is using energy efficient technology such as LED light bulbs and energy efficient computers; there is a system to ensure unneeded lights, aircon and heating are switched off; the building is insulated; supplementary renewable energy is produced onsite.</i>		
WATER	YES	NO
Are steps being taken to conserve water at the venue?		
If yes, can the staff explain what is being done and what the results are? <i>Examples could include: The venue has water-efficient technology such as low-flow taps and showers, dual flush toilets, and water-saving dishwashers and washing machines; there is a water-wise garden and rainwater is collected; grey water is collected and recycled.</i>		
WASTE	YES	NO
Are steps being taken to reduce the venue's waste-to-landfill?		
If yes, can the staff explain what is being done and what the results are? <i>Examples could include: The venue has a procurement policy that limits single-use and non-recyclable packaging; there is an effective multi-bin system for the different types of waste; the food waste is diverted into a composting system; the different types of waste are weighed so that the waste management systems can be improved in an ongoing manner.</i>		
TRANSPORT	YES	NO
Is the venue accessible to public transport and or eco-mobility? An example could be having good access to and from major transport hubs where public transports modes are available such as busses, taxis, trains, etc.		
FOOD	YES	NO
Does the venue have a sustainable approach in its food & beverage?		
If yes, can the staff explain what is being done in this regard? <i>Examples could include: Prioritising the use of in-season local produce on their menus; using only sustainable sourced seafood; serving sustainably certified wines; or developing menus using locally sourced and seasonal food products with an emphasis on reducing any food waste.</i>		

About the Event Greening Forum

Meetings magazine is a media partner of the Event Greening Forum, a non-profit organisation that promotes sustainability within the business events sector. To find out more, please visit eventgreening.co.za.