



Venue Green Assessment

At the core of planning for greening your event the first steps begin in venue selection and determination of what sustainability practices the venue is undertaking. A venue with policies and procedures for best practices or eR/sR will better facilitate the execution of your green plans and may be greatly influenced by the experience of your events practices. The following is an interview questionnaire that will assess the venues eR/sR practices allowing your event team to determine the opportunities to reduce the events footprint by integrating the venue's current practices with your greening plans. Additionally the venue's best practices will provide a framework for educating your attendees, exhibitors, presenters and sponsors with the overall responsible environmental and social aspects of the event.

Questionnaire and Planning Guide

Facility:

Contact person:

Address:

Phone:

Fax:

Email:

Please provide contact names and numbers for those people responsible for the following operations and services:

Food Service/Caterer:

Purchasing:

Custodial:

Maintenance/Facilities:

Event Manager:

Venue Best Practices Questionnaire

Do you purchase recycled products?

- Office supplies
- Copy and printing paper
- Letterhead, stationery, envelopes
- Binders
- Do you purchase reusable, durable products?
- Do you purchase items in bulk with less packaging?
- Do you purchase concentrates when possible (e.g., cleaning products)?

Do you recycle or donate as appropriate the following:

- Office Paper and Mixed Paper
- Corrugated Cardboard

- Newspaper and Magazines
- Toner Cartridges
- Computers or electronic equipment
- Furniture
- Office Supplies

Do you reduce paper use by any of the following:

- Double-sided copying
- Double-sided printing
- Scrap paper use for notes
- Email for memos
- Don't print drafts or print them on scrap paper
- Print faxes on scrap paper
- Print letterhead or forms on demand
- Printer drawer for one-sided scrap paper
- Use erasable boards/Power Point instead of flip charts

Please indicate efforts made towards energy conservation:

- Have you installed compact fluorescent lamps for task lighting?
- Have you installed T-8 or T-5 lamps in overhead fluorescent fixtures?
- Have you installed HID lamps in appropriate areas?
- Have you installed reflectors in fluorescent or other fixtures?
- What natural lighting installations are in the venue?
- Are thermostats set on timers?
- Do you adjust the temperature in the building depending on whether you have an event in progress or not?
- Are there any areas in the venue operating with motion-activated lighting?
- Does your office equipment automatically power off if not used for set time?
- Do you have a policy or program to have all office equipment turned off at end of work time?
- What ENERGY STAR appliances and equipment do you use?

Venue: Landfill Diversion Objectives Questionnaire

i. List the number and capacity of each of the following containers that you use:

_____ Dumpsters _____ Roll-offs _____ Compactors _____ Gondolas

_____ Waste Cans and Sizes

ii. Indicate what type of service you have and if the event planner pays for the service:

___ Flat rate – What charges are passed to the event? _____

___ Per pull charge – What charges are passed to the event? _____

___ Per pull charge + per pound charge – What charges are passed to the event?

We require the dumpster, debris box, and, or, compactor emptied for our event, to determine our landfill diversion weights/volume from the contracted hauler. Is this possible? ___Yes ___No

iii. We require hauling service provider to provide information on with certified weights or volume on waste/recyclables/compostables are collected, processed and marketed. Is this possible? ___Yes ___No

iv. Do you collect any materials for recycling, composting or reuse? If so, please complete the information below.

Material	Collection Unit: roll-off, gondolas, compactor	Pick-up services: recycler, composter, waste hauler,	Costs or Rebates
Mixed Paper			
Cardboard			
Aluminum			
Glass			
Plastic 1 and 2			
Plastic 3 - 6			
Shrink-wrap			
Vinyl			
Palette			
Steel Bands			
Grey Water			
Oils			
Food Waste			
Bio-ware			
Organic Materials			

I. Objective: Landfill Diversion – Goal of >75% diversion of all waste produced and, or brought into event venue.

- i. What recycling can be mingled and what must be kept separate at the venue?
- ii. Can the facility provide the biodegradable liners or accept ours?
- iii. Can volunteers take items collected in receptacles to back of the house collection units to prevent contamination or incorrect placement by janitorial staff?
- iv. We will want to train all janitorial staff working the event regarding our Resource Recovery plan and efforts to make sure they do not unknowingly contaminate, and therefore negate our efforts at landfill diversion. Can we arrange trainings?
- v. Will the facility supplement additional cans (35 to 55 gallon) to meet the minimum RRR needs?

II. Objective: Cardboard, paper, glass, cans and plastic items will be recycled

- i. Where is storage area located?

- ii. Is the storage area well lit and safe to be used as a work site for quality control sorting teams?

III. Objective: Food, beverage, and biodegradable materials items will be composted

- i. Does the facility handle compost?
- ii. Can we arrange for a compost debris box to be dropped at venue?
- iii. Where would compost debris box be placed?
- iv. Can it be placed in the storage/work area mentioned above?
- v. Do you donate any leftover food – perishable or nonperishable?
- vi. Does your food service area provide reusable service ware?
- vii. Do you encourage the use of reusable cups and mugs?
- viii. Do you provide bulk condiments such as sugar, creamer, ketchup, mustard?

IV. Objective: All liquids will be diverted from storm water or sewer system.

- i. Has the facility ever used a grey water recovery company?
- ii. Does the facility have a grey water collection system?
- iii. If the neither are available, where at the facility can grey water be safely disposed of?

We would very much like to speak with any existing waste management, recyclers and commercial composting organizations you have worked with. Please provide contact names and numbers for the following contracted or recommended organizations:

Waste management: _____

Recycler: _____

E-waste recycler: _____

Composter: _____

Grey water collection renter: _____

Venue: Energy Usage and Conservation Questionnaire

- i. What is your average daily estimated or monthly electricity consumption (\$ or kilowatt)?
- ii. Can you provide us the kilowatts of energy used from setup through move out?
- iii. What are the primary contributors to event energy consumption?
- iv. At what temperature is, hot water maintained? Can the temperature be adjusted for our event?
- v. At what temperature are refrigerators, freezers, and walk-ins maintained for our event? Can the temperature be adjusted for our event?
- vi. Will you adjust the building one degree warmer/colder than standard on show days?
- vii. Do you adjust the lighting in the building depending on the activities of our event?
- viii. Will all lights and equipment be turned off in areas where no one is working during non-event hours?
- ix. Are switches located conveniently so that requests to power down to your employees can easily be made?
- x. Are outside lights on timers or lights sensors? Can we request setting them for the schedule of our event?

- xi. Will you adjust the thermostats to low when our event attendees are not occupying the building?

Venue and CVB: Public Transportation Questionnaire

- i. Describe access to public transportation to the venue?
- ii. Do you or the city offer transportation alternatives?
- iii. Does the CVB offer any transport systems between hotels and venue?
- iv. What information do you post on your website?
- v. What kind of public education campaign do you have promoting public transportation?
- vi. Have you had a bike valet service before?
 - a. Area for bike parking?
 - b. Fencing or barricades available?

Venue: Public Water Usage and Conservation Questionnaire

- i. Do you have public water fountains?
- ii. Is there access to a water main for attaching a water filtration system?
- iii. Can we tap into the water port with a filtration system?
- iv. Are head tables for speakers provided water pitchers?
- v. Can we substitute individual bottled water with pitchers?

Venue: Product Usage for Custodial and Maintenance

- i. Who is responsible for cleaning? _____ In-house crew _____ Contracting company
- ii. Are there written guidelines or requirements/specifications for cleaning products used?
- iii. Do you specify methods or products they can or cannot use?
- iv. Does cleaning staff use bulk concentrate cleaners?
 - v. Are cleaning supplies nontoxic and are chemical ingredients checked?
 - vi. Does cleaning staff use reusable rags and other green cleaning methods or products?
- vii. Can we provide alternative no VOC cleaning products for our event?
- viii. Can we provide recycled content bathroom products for our event?
- ix. Can we provide organic soaps and moisten

Venue Caterer: Product Usage Food, Beverage and Services Questionnaire

- i. Do you currently use Styrofoam containers? What alternatives do you offer or will consider getting?
- ii. What local foods can you source?
- iii. Back of house catering recycle and composting
- iv. Do you donate to local food banks?
 - v. Training kitchen and wait staff
 - vi. Do you source any foods that are Fair trade?
 - vii. Do you have access to local and or organic beer and wine?
- viii. What kind of bulk service condiments can be offered instead of individual pre-packaged units?

- ix. What kind of foods organically produced foods do you offer?
- x. Do you offer free-range, organic, or natural red meats in your menu?
- xi. Can you provide a menu of vegetarian and vegan options and meals?
- xii. Do you provide recycled content paper napkins?
- xiii. Can you provide pump or bulk service condiments?
- xiv. What type of disposable food service do you use?
- xv. Do you have access to biodegradable food service ware?
- xvi. Are you recycling any products in your kitchen production usage?
- xvii. Are you currently composting food waste from the kitchen and food scraps?
- xviii. What are any limitations to recycling or composting?

Vendor Green Assessment

Decorator (General Service Contractor) Practices Questionnaire

- i) Do you use on-line order forms rather than printed?
- ii) Do you research your suppliers to ensure they are manufacturing their products in the most environmentally friendly way possible?
- iii) What green friendly products are you currently using at events?
- iv) Do you re-use carpeting? If yes, do you track what percentage is re-used? Is carpeting that is not inventoried for reuse sent to a recycling facility?
- v) Do you re-use signage? If yes, do you track what percentage is re-used? Is non-reusable signage sent to a recycling facility or donated?
- vi) Have you reduced your use of plastic shrink-wrap? If yes, is used plastic shrink-wrap re-used or recycled?
- vii) Do you provide an alternative to plastic vinyl tabletops? If no, do you recycle or reuse the vinyl?
- viii) Do you use pallets made of recycled materials? Do you re-use or recycle pallets?
- ix) Do you use bio-fuels for equipment operations or transportation?
- x) Do any of your vehicles compressed natural gas, electric, or hybrid?
- xi) Do you enforce a non-idling policy for all gas-powered equipment? Would you?
- xii) Are cleaning supplies nontoxic and are chemical ingredients checked?
- xiii) Does staff use reusable rags and other green cleaning methods or products?
- xiv) Are you carbon offsetting your freight energy usage?

Exhibitor Practices Questionnaire

- i) Do you turn the lights off in your booth outside of show hours?
- ii) If you have a walk-away product for sale, do you package it in recycled and re-usable paper/plastic/canvas bags?
- iii) Are your brochures/pamphlets printed on recycled paper with vegetable-based dyes?

- iv) Reduce and eliminate left over brochures/pamphlets at the end of the event through the Resource Recovery program
- v) Do you separate waste generated at your booth/exhibition for recycling by the facility?
- vi) What kinds of packing materials do you use that will not be reused for outbound shipping of your materials?
- vii) What kind of food service ware will you use for food sampling?

Best Practices Guidelines for Events

Hotel: Best Practices Guidelines

- i. Provide guest a linen and towel reuse program
- ii. Provide refillable soap, lotion and conditioner dispensers
- iii. Provide organic, US manufactured personal products
- iv. Provide recycling in all hotel rooms
- v. Provide placards in rooms advising guest of best practices
- vi. Provide low-flow showerheads, bath and sink faucet aerators and
- vii. Install low-flow showerheads and toilets, bath and sink faucet aerators
- viii. Paperless check in and out billing procedures for guests
- ix. Room HVAC to be turned down during non-use hours
- x. Room lighting to be turned off during non-occupancy
- xi. Provide recycled content papers: tissues, toilet paper, napkin
- xii. Cleaning staff to use no VOC cleaning products
- xiii. Turn off lighting in rooms during non-occupancy rooms
- xiv. Curtains closed or shades drawn during day in non-occupancy rooms
- xv. Staff instructed to provide water upon request only

Exhibitor Best Practices Guidelines

- i. Minimize packing materials
- ii. Use recycled and reusable materials in their booths
- iii. Provide promotional products, from recycled or sustainable materials.
- iv. Provide give-a-ways product that are reusable or made from recycled materials.
- v. Recycle exhibitor's name badges
- vi. Donate leftover flowers, decorations, swag to art organizations, theatre company, schools, etc
- vii. Donate leftover food to soup kitchens
- viii. Carbon-offset travel and freight to event
- ix. Car ride to event with other exhibitors
- x. Reduce or eliminate over-package products especially give-a-ways
- xi. Avoid printing dates on exhibit materials for reusability
- xii. Comply with a leave no trace policy
- xiii. Save and reuse the boxes from the event so that they can repack with them
- xiv. No Styrofoam peanuts
- xv. Recycle and compost disposal materials

The realities of events: You must have a face to green. The most policies work is because of enforcement. Much of our success is due to contractual greening policies. In 2004 we began an strict enforcement of a "Leave No Trace" policy with our exhibitors. Our policy is simple:

"Exhibitors are responsible for leaving their booth space just as they found it when they first arrived, clean and free of materials. Booths will be inspected after move out is complete. If booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, the exhibitor will be charged a fine of \$500 to offset the costs associated with resource recovery in the space."

Decorator (General Service Contractor) Best Practices Guidelines

- i. Exhibit information kit to be posted on the website
- ii. Eliminate non-reusable materials.
- iii. Provide full linen or biodegradable tabletops
- iv. Eliminate vinyl for table top covers
- v. Provide recyclable/sustainably produced carpeting
- vi. Provide compliance with your own green standards
- vii. Collection of all steel bands/and vinyl
- viii. Ask for biodegradable shrink-wrap
- ix. Request compliance with all Resource Recovery
- x. No equipment idling

Food Service Providers Best Practices Guidelines

List of Restricted Items

- i. No Poly or plastic lined cups or plates such as Sweetheart or Dixie brands
- ii. No Plastic disposable forks, knives, or spoons
- iii. No Plastic disposable plates, cups, or bowls
- iv. No Disposable Styrofoam products
- v. No Wax paper products
- vi. No Animal bones in foods served, they are difficult to compost and host bacteria

NOTE: compostable food wares include Cornstarch based PLA (poly-lactic acid) products, Wheat based products, Bagasse (paper product made from pulped sugar cane), or Potato-starch based products.

Food & Beverage Green Menu Guidelines

These products present many opportunities to lessen the environmental and social impact

- i. Natural or organic beer
- ii. Natural or organic, sulfide free wines
- iii. Organic & fair trade coffee, mate, tea
- iv. Locally produced and sustainably farmed foods
- v. Recommend and offer vegetarian menu options
- vi. Prepare beverages to be served in bulk rather than individually bottled/canned
- vii. Avoid individually packaged food items
- viii. Eliminate plastic stir sticks for reusable spoons for coffee and tea service
- ix. Serve beer from kegs or taps rather pour from bottles

- x. Provide cloth napkins
- xi. Do not automatically offer paper napkins with all drinks
- xii. Minimize the use of processed canned goods whenever possible
- xiii. Look for the Fair Trade and Organic certification of foods and beverages
- xiv. Choose alternatives to major brands that are not produced regionally
- xv. Eliminate all animal bones from items served as they are uncompostable
- xvi. Serve bulk beverages: beer from kegs, tea, water, juices from pitchers
- xvii. Provide edible garnishes
- xviii. Donate surplus food untouched to shelters, food banks, etc.

Audio Visual Best Practices Guidelines

- i. Consider smart lighting design: reflectors, reflective materials, reflective background paints
- ii. Incorporating natural light wherever possible
- iii. Incorporate efficient LED lighting wherever possible
- iv. Design sets that require reduced lighting
- v. Check for over-lighting sets by testing the lighting levels

Marketing, Promotion and Communication Best Practices Guidelines

Paper Guidelines

- i. Review the paper standards found on the EPA website at www.epa.gov. – SFC or 100% post consumer recycled
- ii. Put on all printed material the paper and ink type
- iii. Printing and coping should be double-sided (back to back)
- iv. Avoid glossy papers with varnishes, goldenrod or fluorescent colored paper
- v. Always allow an attendee the option to be removed from event mailing lists

Promotional Materials

- i. Avoid printed mailing of collateral. Consider investing in social media marketing, IT advertising and promotion, blogging, twittering, etc.
- ii. Always use 100% recycled or SFC paper for printed material
- iii. Online registration and limited the use of paper registration for special needs
- iv. Self-mailers
- v. Print with soy/ vegetable-based ink / and no VOC varnishes
- vi. Produce all collateral for electronic publication and distribution
- vii. When printed identify the paper and ink type

Onsite Materials

- i. Use card stock quality paper name badge with 2 holes drilled and elastic lanyard directly holding badge thereby eliminating the plastic or bio badge holder.
- ii. If badge holder required setup collection boxes at exits with volunteers to encourage recycling
- iii. Green signs are finally here. Eliminate vinyl – consider reusable templates for signs or the new substrates that can recycled or composted
- iv. Educate exhibitors and sponsors on bringing minimum paper handouts and encourage post event electronic email of literature to attendees

Speaker handouts

- i. Post on website or download on memory sticks for attendees
- ii. If mandated, print speakers handouts so that you can control paper quality and printing double-sided

- iii. Suggest speaker receives business cards from attendees who want copy of presentation
- iv. Ensure advance communication to all attendees
- v. Request that speakers gather business cards and mail presentation materials to interested attendees after the event.
- vi. When paper copies are preferred, request speaker handouts prior to the event and copy them according to this policy. Ask speakers/moderators who will provide handouts themselves to comply with the policy.
- vii. Educate attendees that speakers were asked to comply with this policy.

Special Event Planners Best Practices Guidelines

- i. Soy candles or Bees wax candles are a must
- ii. If Organic flowers are not available consider these centerpiece alternatives that have a reusable life afterward such as herb plants or wheat grass, river rocks in a vase filled with water and floating candles
- iii. Recycle your cardboard into edgy hip name place cards or invites – have an embosser made of your name phone and address which you can then use on any substrate you find to make a cool recycled card
- iv. Go organic and local – probably the most sustainable step is to use foods that are in season, grown in the region and whenever possible organic. Select meats that are free range and organically fed. Be sure your fish selection reflects a locally harvested theme.
- v. Caviar? If you must choose caviar, select one that is made from soy, which looks, and taste like the real "endangered animal" thing.
- vi. Consider investing in solar powered tree lights – fabulous year round for the outdoor deck, patio or garden – available in several colors.
- vii. Use as décor items what is natural and reusable such as large stones, vessels with water and candles, bamboo stocks, lanterns made from old jars or cans... Need a vase, get one that is Fair Trade or recycle glass – consider Fire and Light a recycled glass manufacturer or Artmosphere, Global Exchange Store and Ten Thousand Villages whom have wonderful lines of Fair Trade accessories beautiful for decorating a party.
- viii. Serving wine and beer? Be sure that organic or sustainably harvested is on your menu. Frey Vineyards, Organic Vintners, Badger Mountain, Coturri Wines are some of the many sustainable wines. Beers to consider are New Belgium, Bison or Wolavers.
- ix. Desserts and Coffee and Teas - consider local groceries or bakeries that use organic spelt flour and vegan recipes. Select organic ice cream or rice cream for those cold desserts. Most important is to stay away from processed sugar desserts. As for hot beverages the key words in searching for green products are: fair trade, organic and shade grown (for coffee) Consider adding Brazilian Mate to your list.
- x. Stay away from bottled (glass or plastic) and canned cold drinks and opt for pitcher prepared beverages such as exotic organic teas, iced mate, coffee and acai. Offer natural sweeteners such as local honey, raw sugar and Stevie - abstain from processed or artificial sugars. If it is from an animal, make sure it is organic! Always choose organic half-and-half and milks for coffee and tea service. Have soy and rice milk for an alternative.

Set Designer Best Practices

- i. Consider converting into your set design the cool industrial look of recycled materials such as old automobile tires, oil drums, hubcaps, coffee and tea sacks, PET bottles turned into mobiles and aluminum cans made into sculptural montages. Consider reclamation of landfill items that once cleaned and

assembled can create dramatic abstract installations – paint cans, Styrofoam cups, scrape metal, the list is long when mining metal scrap yards.

- ii. Consider the use of materials that connect with nature or are clearly sustainable materials such as bamboo, local indigenous trees, and natural fabrics or textiles. Stay clear of PVC materials, vinyl, and other plastics that cannot be recycled or reused.
- iii. Given the amount of carbon emitted from pyrotechnics such as fireworks, consider lower voltage (low-carbon) lighting effects. Solar decorative lighting is now widely available and can serve from small sets to theatrical concert sets.
- iv. PVC material for most stage skirting, banners, carpeting, are highly toxic and off-gas. Consider investing or renting these materials made from organic or naturally made materials. Today there is an ever-growing source for corn, wheat and sugar based materials that are biodegradable.
- v. No VOC to low-VOC paints are critical to reducing toxic emissions, which serve to minimize orders. Consider using water-based paints such as water-soluble latex and thinners, milk paint, and natural minerals paints.
- vi. All that material brought into a set design needs now to be diverted from landfill. Store and reuse, rent out or donate materials and the top priorities. Researching art schools, local theatre groups, and reuse building organizations such as Habitat for Humanity will provide a good outlet for reuse. Recycle all that cannot be picked up by working with Waste Management, wood and scrape metal recyclers.
- vii. Consider local products and supplies versus out of nation or nature.
- viii. Source products locally to eliminate the need for harmful emissions