

## Checklist for Planning Greener Meetings and Training Events

Here is a simple checklist to use when planning greener meetings, courses, conferences, and other professional events. In addition to checking YES or NO for each item, you can use the list to make notes for sharing feedback with your planning committee or event planners and for enhancing the environmental consciousness at future events.

YES	NO	
_____	_____	Have you made a commitment to implement as many green practices as are feasible under the circumstances?
_____	_____	Have you discussed all possible opportunities to be eco-friendly with your planning committee, event planner, and/or facility manager?
_____	_____	Are you using electronic communication (paperless invites, registration materials, handouts, evaluations, etc.) where appropriate for participants?
_____	_____	Have you included your commitment to going green on all communications with participants?
_____	_____	Will recycling containers be convenient and obvious during the meeting?
_____	_____	Are you planning to reuse name badges and as many other items as possible?
_____	_____	Are you serving any locally grown and/or produced foods and beverages in your meals and snacks?
_____	_____	Do meals and breaks utilize biodegradable cups, glasses, dishes, and tableware?
_____	_____	Are participants encouraged to use public transportation or to walk or bike?

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