

Checklist for ACHIEVING SUSTAINABLE EVENT EXCELLENCE

For Meeting Planners, Event Planners and Exhibitors

BEST PRACTICES FOR MEETING & EVENT PLANNERS

- Commit to sustainability and display it on your conference website.
- Use electronic means to distribute conference info and register attendees.
- Use eco-friendly badge holders and lanyards and set up return locations for attendees after the conference.
- Offer agendas and programs online or in an app to reduce paper usage.
- Choose conference bags and materials crafted from sustainable materials.
- Provide reusable water bottles for attendees and encourage refills at designated stations to reduce plastic use and promote sustainability.
- Print signs and banners using post-consumer content and promote reuse by omitting specific dates where possible.
- Implement and encourage recycling within the meeting space.
- Select centrally located hotels to the Phoenix Convention Center and downtown area to promote walking or the use of public transportation.
- Prioritize local vendors to reduce transportation impact and support the local economy.

BEST PRACTICES FOR EXHIBITORS

- Reduce packaging materials & Reuse, Recycle or use Biodegradable.
- Bring only necessary materials for attendees. Send requested materials digitally.
- Use LED or energy efficient lighting.
- Source products & services from local vendors.
- Utilize electronic sign-up/sign-in processes.
- Use recyclable materials for banners and signs.
- Request blue whales for large recyclables during move-in & move-out periods.
- Donate leftover materials.

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BEST PRACTICES FOR CATERING

- PRECISE ATTENDEE NUMBERS** - Provide caterers with precise attendee numbers to minimize food waste.
- DONATE SURPLUS FOOD** - Request our catering partner donate surplus food to local shelters or food banks.
- OPT FOR REUSABLE** - Opt for reusable options such as China plates, silverware, and linen napkins, or use biodegradable or compostable disposable materials when necessary.
- MINIMIZE DISPOSABLES** - Minimize unnecessary disposable and single serve items like sugar packets and creamer singles by requesting items in bulk whenever feasible.
- ENCOURAGE** - Encourage the use of water refill stations over individual plastic bottles.
- USE LOCAL** - Source food and beverages locally and organically, including fair trade organic coffees and teas.
- VEGETARIAN** - Include vegetarian options on your selected menu and prioritize sustainably sourced proteins, avoiding threatened or endangered species.
- DISTRIBUTE ELECTRONICALLY** - Distribute menus and BEOs electronically and offer digital menus via QR codes.
- REDUCE WASTE** - Opt for buffet-style food service to minimize waste, ensuring food is not overproduced.
- COMPOSTING** - Request internal composting receptacles and encourage attendees to properly dispose of food waste and recyclables accordingly.

To coordinate the donation of leftover materials please reach out to Sustainability Coordinator Sarah Bentley