



# EVENTS & MEETINGS CHECKLIST

LET'S REDUCE OUR IMPACT

**B**y reducing the amount of carbon we produce, we can help slow down the effects of climate change. Whether it's individual action or on behalf of a club, organisation or large sporting event, there are a number of steps you can take to lessen the impact on the environment.

- Be climate aware  
- start small, think big.
- The first consideration should always be, can the event take place online? Although this is not always possible, there's value in exploring this at the outset.
- Here's a checklist of other things to help get you started:



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## VENUE

- ☐ Consider if the venue has an environmental/sustainable policy. Where possible, choose the venue which is taking steps to be more sustainable
- ☐ Try to select a venue with good public transport links

## OUTDOOR EVENTS

- ☐ Research the best time of year to host your event outdoors e.g. avoid bird nesting season
- ☐ Select a location that is appropriate for the number of attendees to avoid overcrowding and minimise erosion
- ☐ Consider parking arrangements and clearly publicise these
- ☐ Consider mitigating for any potential environmental impacts post event e.g. by organising a litter pick.

## FOOD & DRINK

- ☐ Consider using caterers who have an environmental/sustainability policy
- ☐ Use local suppliers who source their products locally and sustainably
- ☐ Provide meat free food options whenever possible
- ☐ Ensure tea, coffee, sugar and chocolate are Fair Trade or similar
- ☐ Ensure there is a water source (tap or dispenser) for refilling bottles – avoid single use bottles
- ☐ Use cups, plates, cutlery that are recyclable or re-useable and free from single-use plastic.

## TRAVEL & TRANSPORT

- ☐ Share public transport links with attendees & try to time an event to marry with these
- ☐ Provide details of secure bike storage (on-site or nearby)
- ☐ Think of ways to incentivise participants not to use their car
- ☐ Publicise the BMC lift-share site
- ☐ If possible, include a survey to capture how people travelled to the event
- ☐ Encourage participants who travel by car to support the BMC Climate Project.

## MARKETING DISPLAYS &

## MEETING PAPERS

- ☐ Ensure onsite displays (banners, flags etc) can be re-used or are recyclable and free from single-use plastic
- ☐ Use digital advertising in the event run-up - avoid printed materials
- ☐ Use QR codes to direct people to further resources
- ☐ Avoid unnecessary printouts and send all meeting / event materials electronically before and during the meeting
- ☐ Use chalk boards/white boards instead of paper and printed materials
- ☐ If printing is essential then use recycled and recyclable materials, print double-sided and keep to a minimum.

## MERCHANDISE &

## CONSUMABLES

- ☐ Try to minimise the amount of all merchandise & consumables
- ☐ Any merchandise & consumables should be ethically sourced, environmentally friendly & free from single-use plastic
- ☐ Consider SWAG alternatives:
  - Seeds/trees for planting
  - BMC shop gift vouchers
  - Donating to Climate Project
  - Partner with a sponsor for online discount codes
  - BMC clothing repair patches
- ☐ Avoid waste & over-ordering by capturing sizes at point of booking (if clothing is required) and ensure merchandise can be used across a number of events
- ☐ Try to work with sponsors who are taking steps to be more sustainable and ethical

## RECYCLING & WASTE

- ☐ To reduce energy waste, turn off electrical and electronic equipment, including lights, when not in use or when you leave.
- ☐ If disposable products are the only option, make sure that they are recyclable or compostable.
- ☐ Ensure there are on-site bins for recycling
- ☐ Avoid single-use plastic.

## EDUCATE & INSPIRE

- ☐ Inform all stakeholders about the steps being taken to make the event / meeting as sustainable as possible
- ☐ Share the sustainable steps across social media and encourage others to do the same
- ☐ Learn from other events and move towards delivering a carbon neutral event.