

Green Event Checklist

Planning a sustainable event doesn't mean reinventing everything — it just means thinking ahead and making intentional choices. This checklist is here to guide you through the process.

Before the Event

- Choose a venue that supports sustainability (natural light, recycling, near transit)
- Invite guests using digital platforms or recycled paper
- Offer transportation info: bus, train, bike routes, parking options
- Hire local and eco-conscious vendors (food, rentals, waste services)
- Request compostable or reusable products from vendors
- Set up a waste plan: trash, recycling, compost
- Arrange for donation or storage of leftovers or materials
- Communicate your sustainability goals with your team and guests

During the Event

- Place clearly labeled bins (with signs in English + Spanish if needed)
- Have someone monitor bins or help guide guests (a volunteer is great!)
- Use reusable or compostable tableware and serving items
- Provide tap water stations or pitchers — no single-use bottles
- Remind guests of your green practices (a sign or quick announcement works!)
- Take photos of your sustainable setup to share and inspire

After the Event

- Clean up with care — sort and dispose of waste properly
- Donate or compost any leftover food
- Reuse or return decorations, materials, or equipment
- Thank your vendors, volunteers, and guests — especially those who helped with green efforts
- Reflect: what worked, what didn't, what could improve next time
- Share your experience! Post photos, tag vendors, and spread the word

TIP: Don't be afraid to ask for help — from friends, community orgs, or city programs. People want to support events that reflect their values.