



Did you know that the average conference attendee generates over four pounds of waste and nearly 400 pounds of CO2 emissions daily? At Bridge, our mission is to empower companies to become more sustainable, and events are a significant part of that journey.

We've prepared a comprehensive checklist below to help you achieve zero-waste events. Can your organization tick off all the boxes for a more sustainable event experience?

FOOD & BEVERAGE



- _____ reusable or compostable dishes, cups, utensils
- _____ plastics are recyclable (labeled 1, 2, 5 type)
- _____ food orders are calculated for number of attendees & set limit per person
- _____ vegan and vegetarian options promoted

PROCUREMENT



- _____ food ingredients are locally sourced
- _____ seasonal menus
- _____ condiments provided in bulk
- _____ leftover food is distributed / donated
- _____ food packaging is minimized with use of reusable or compostable containers

COMMUNICATIONS



- _____ digital tickets & marketing (if applicable)
- _____ sustainability goals and importance explained
- _____ printed items are on recycled paper
- _____ size and fonts selected for minimized ink and space usage
- _____ update attendees on sustainability impacts and wins post event

Eco-Events: Starter Checklist

TRANSPORTATION



- _____ event site is accessible by public transit
- _____ shuttles are provided for remote sites
- _____ consider benefits of a virtual event
- _____ event venue has energy management policies or is LEED certified

SANITATION



- _____ washable napkins instead of paper
- _____ water stations available for self-service refills to minimize waste water
- _____ washroom cleanliness is monitored
- _____ cleaning agents are non-toxic

WASTE MANAGEMENT



- _____ different bins provided for types of waste
- _____ bins are properly labelled and easy to read
- _____ waste handlers are available to assist guests
- _____ no single use items provided

PRIZES/GIFTS



- _____ offer experiences rather than items
- _____ swag is locally made and is a sustainable product

DECORATIONS



- _____ rent vs. buy decorations
- _____ avoid single use items such as balloons
- _____ avoid pollutants such as glitter
- _____ consider giveaway items such as plants

Thank you for planning a zero-waste event. Contact Bridge for additional help!