

Green Meeting Checklist

Reduce Waste

- Print on both sides of all paper whenever possible for promotional materials and handouts.
- Minimize automatic distribution of handouts – allow attendees to order copies instead.
- Provide reusable name badges.
- Other: _____

Plan to Recycle

- Provide recycling stations for paper and recyclable beverage containers in meeting areas.
- Cardboard and paper should be collected in exhibit areas.
- Food vending areas provide opportunities for recycling cardboard, beverage containers, steel cans and plastics.
- If reusables are not used, encourage use of recyclable beverage containers.
- Other: _____

Conserve Energy, Reduce Traffic

- Turn off all unneeded lighting. Take advantage of naturally lit meeting and exhibit spaces.
- Encourage mass transportation options with phone numbers and Web addresses for route planning.
- Coordinate shuttle service to take advantage of mass transit.
- Other: _____

Food Service and Lodging

- Plan food service needs to avoid unnecessary waste.
- Seek out food service vendors who buy locally and recycle.
- Donate excess food to charitable organizations.
- Consider use of reusable (washable) food service items.
- Use earth-friendly plastic and paper items.
- Work with hotel to reuse linens, soaps, etc., over short stays.
- Other: _____

Buy Earth-Friendly Products

- Use only recycled paper and vegetable- and soy-based inks.
- Sell or “gift” reusable containers for beverages.
- Provide reusable pocket or file folders, cloth bags.
- When reusable items are not feasible, select products made from recyclable, recovered materials.
- Other: _____
