

**QUÉBEC  
CITY**

**BUSINESS  
DESTINATION**



# Sustainable Event Checklist

- Develop a sustainability plan**  
Determine your goals for reducing waste, minimizing plastic usage, and achieving net-zero carbon emissions.
- Start small and grow**  
Begin with achievable sustainability goals and gradually increase your efforts over time.
- Choose an eco-friendly destination**  
Look for a city that is walkable or offers easy access to public transportation, has efficient waste management practices, and adheres to energy and water-efficient building codes.
- Sustainability questions for suppliers**  
Ask potential suppliers (including hotels and venues) about their sustainability practices using your Request for Proposal (RFP).
- Transportation options around your venue**  
Consider the access to public transportation for attendees.
- Local sourcing**  
Source food and supplies locally to reduce the carbon footprint of transportation.
- Limit high-emission protein sources**  
Choose food options that have a lower carbon footprint.
- Reduce food waste**  
Implement strategies to manage food waste, such as donating surplus food or composting.
- Reusable service ware**  
Choose reusable items instead of disposable options for serving food and beverages.
- Quality over quantity for giveaways**  
Focus on providing high-quality, long-lasting items instead of many low-quality, disposable items.
- Reinforce sustainability goals with suppliers**  
Make sure all staff members are aware of the event's sustainability goals using the Banquet Event Order (BEO), for example.
- Encourage attendee participation**  
Communicate your sustainability goals and ask attendees to contribute by bringing their own water bottles, for example.

