

Green Events Checklist



Toronto Pearson

Considering environmental impact in event planning is a key way to ensure we are representing Toronto Pearson in an environmentally friendly manner and mitigating our impact on the environment. If you're planning a corporate or employee event, use this Green Events Checklist to help you reduce your department's environmental impact and demonstrate your commitment to sustainability.



CHOOSE AN EVENT LOCATION WITH GREEN TRAVEL OPTIONS

- Choose a site that is accessible via public transit
- Include specific directions for transit options, stop names and links to more information
- List public transit directions first
- List carpooling (e.g. SMART Commute), driving directions and parking information

Tip: [Green Key Global](#) is an advanced hotel search engine that allows you to discover green hotels that prioritize eco-friendly initiatives and sustainable solutions.



AIM TO GO PAPER-FREE

- Commit to hosting a Green Event at the beginning of the event planning process
- Use electronic invitations instead of paper invitations
- Ask guests to RSVP via email

Tip: Use [Environment Canada's Green Meeting Guide](#) as a practical reference tool when organizing an event. It provides information on how to incorporate environmental concerns at every stage.



GREEN YOUR FOOD AND DRINK

- Coordinate with vendors and suppliers that have a commitment to sustainable practices
- Select local, organic and seasonal foods
- Choose hors d'oeuvres that can be consumed without utensils, plates or bowls
- Use napkins made from recycled content paper
- Request pitchers or carafes for drinks and water
- Request or rent glassware and tableware (plates, bowls, cutlery)
- If disposable plates, cups and utensils must be used, choose paper and other biodegradable products over plastic and Styrofoam

Tip: Partner with a local charity and donate excess food. Some charities will arrange for free pick-up and delivery of food.



AIM FOR A ZERO-WASTE EVENT

- Arrange waste stations (recycling, compost and garbage bins) in high traffic areas
- Use simple, clear, green event signage, with graphics, and ensure it is visible
- Ask your guests to help meet your sustainable goals by recycling and composting
- Consider positioning volunteers to help educate attendees about proper waste sorting
- Keep waste areas clean at all times
- Replace containers and bags when full
- Collect and reuse name tag holders and recycle inserts

Tip: Recognize those who "walk the talk" and reward them with certificates and/or gifts such as, Toronto Pearson branded refillable mugs, reusable bags, or water bottles.



TALK ABOUT IT

- Discuss your green event goals, expectations and requirements with your stakeholders (event planners, site owners, vendors and suppliers)
- Invite attendees to provide feedback about your event's green performance