

Langara Zero Waste Event Checklist

PAPER CONSUMPTION

1. Use emails and web forms for invitations and registration forms.
2. Utilize website, email and digital signage to replace the need for posters.
3. Refrain from printing meeting minutes or agendas and send by email instead.
4. When printing is required, print double sided on recycled paper.
5. Offer handouts, schedules, and presentation slides online.
6. Create signage that can be reused for future events.
7. Ask guests to reuse an existing nametag and lanyard or offer reusable ones.

ENERGY EFFICIENCY

1. Host event during regular building hours or consult Building Services for recommendations on energy-efficient settings.
2. Turn off lights and equipment in areas not in use.

TRANSPORTATION

1. Encourage participants to use alternative transportation.
2. Offer teleconferencing or remote-attendance options.
3. Provide transit directions to the venue when promoting externally.
4. Provide bicycle parking and bicycle route information when promoting externally.

CATERING

1. Ask your caterer about reusable cups, cutlery and dishware options.
2. Ensure disposable items are made from at least 30% recycled content.
3. Discuss with your caterer to source locally or to provide third-party certified food and beverages.
4. Offer vegan or vegetarian options which require less resources to produce.
5. Serve beverages in pitchers to reduce plastic containers and cans.
6. Ensure appropriate bins are available for all recyclable items from catering.

RECYCLING AND AWARENESS

1. Request sufficient recycling bins and signage from Facilities.
2. Contact the HUB to explore having volunteer Sustainability Student Ambassadors at the event to help with waste sorting and education.
3. Communicate your commitment to Zero Waste to your audience.
4. Provide a mechanism for audience feedback / suggestions regarding Zero Waste.

SOURCING

1. Work with your external vendors to limit packaging and other environmental impact.
2. Limit promotional items or gift bags and avoid items that are likely to end up in the garbage.

Use this checklist as a reference when planning your event.

Save paper, don't print this checklist!

When you're ready to submit, [please use the online form.](#)