



## SUSTAINABLE EVENT CHECKLIST MEETINGS & EVENTS

Lions District 133, which covers the island of Ireland, is committed to the Lions Club International Global Environment Cause whereby ***“we serve to sustainably protect and restore our environment to improve the well-being of all communities”***

Follow these simple steps to make your event as sustainable as possible, and to raise awareness of environmental best practices among participants.

### EDUCATION AND AWARENESS

Once an event is scheduled consider how it can be made as sustainable as possible.

- Share/explain your sustainability efforts with attendees, pre, during and post event.

### COMMUNICATION

- Circulate agenda and/or meeting minutes via email.
- Only print when absolutely necessary; on 100% recycled paper.
- Consider holding some meetings online via Zoom.
- Use reusable or recycled signs.
- Print posters only when necessary, on recycled environmentally friendly, non glossy paper.
- Go generic for easy reuse: produce rollups and banners with crest/slogan rather than event title/date.
- Use social medial to promote sustainability actions for events

### TRANSPORT

- Ensure venue is easily accessible on public transport.
- Encourage active travel.
- Encourage carpooling.

### FOOD AND BEVERAGES

- Encourage attendees to bring their own reusable water bottle and coffee cup.
- Provide jugs of water or a water dispenser with glasses instead of bottled water.
- Provide reusable crockery, cutlery and condiments containers. Eliminate single-use disposable plastic items.
- Provide sustainable tea and coffee (Fairtrade/Rainforest Alliance).
- Provide locally sourced, seasonal, low waste food.
- Offer at least one vegetarian option.

### FOOD WASTE

- Have a plan for leftover food.
- Collect food scraps and waste for composting. Ensure compost bins are available.

### GENERAL WASTE

- Check that there are clearly labelled and accessible recycling, compost and general waste bins.
- Avoid unnecessary giveaway gimmicks.

Thank you for following this checklist. By doing so you are positively contributing to reducing your carbon footprint and helping raise awareness through sustainable behaviour.