**Adding Environmental, Social and Governance (ESG) factors into your event planning**

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| When you’re planning a meeting or event, have you thought about how it affects  the environment? It’s easy to overlook. But each step of the planning process,  from choosing the venue to wrapping things up after, can have an impact.  And it’s not just about a venue’s ‘green’ credentials. You need a whole approach  to sustainability. One that focuses on reducing environmental impact, improving social responsibility and ensuring ethical governance.  That’s where our Sustainability Checklist can help. It helps you make smarter  choices that match your company’s ESG principles.  If you want the full checklist, which aligns with many of the United Nations [17 Sustainable Development Goals](https://sdgs.un.org/goals), [then **get in touch**](https://bcdme.com/contact/?mtm_campaign=ultimate-guide-venue-sourcing&mtm_source=lead-magnet&mtm_medium=cta). For now, here’s a snapshot  with actions you can implement today. |

**INITIATION**

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| o | **Purpose:** Ask if the meeting needs to be held in person or could it be done virtually to avoid travel and resource use. |
| o | **Size:** Only invite necessary attendees to reduce the impact of travel on the environment. |

**MEETING DESIGN**

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| o | **Sustainable venues:** Find a venue with up-to-date green certifications. |
| o | **Energy-efficient buildings:** Choose a venue that uses renewable energy. |
| o | **Nearby accommodation:** Ensure that accommodation is within walking distance  to reduce transportation emissions to and from the venue |
| o | **EV charging:** Pick a venue with electric vehicle charging points**.** |
| o | **Bike racks:** Encourage your local attendees to try cycling by choosing  a venue with bike racks. |
| o | **Public transport access:** Choose a venue near public transport links to reduce car use. |

**PRE-PLANNING**

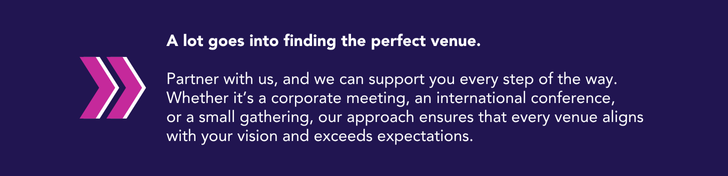
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| o | **Food choices:** Opt for menus that feature plant-based options made from locally sourced, seasonal produce. Sometimes, prioritizing local ingredients can be more beneficial than strictly following a vegan diet. |
| o | **No single-use plastic:** Avoid plastic bottles and tableware and opt for reusable items. |
| o | **Digital agendas:** Send out digital agendas, materials, and tickets to avoid excess printing. |
| o | **Reusable signage:** Reuse or digitalize signage instead of using disposable options. |
| o | **Name badges:** Use recyclable or reusable name badges and lanyards. |
| o | **Educate attendees:**   * Communicate your sustainability efforts to attendees so they can help  by bringing their own water bottles and following recycling guidelines. * Ask each attendee to reduce their luggage by 1 lb. by allowing guests to dress  casual on the last day of meetings (pair of shoes, an outfit, etc.) and celebrate  the impact made to transport (100 pax = 100 lbs less needed in jet fuel by each of you not bringing that extra pair of shoes) |
| o | **Incentivize public transport:** Offer incentives to attendees who use public  transportation or carpool. |

**ONSITE**

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| o | **Recycling stations:** Ensure recycling bins are accessible and well-signposted. |
| o | **Food waste:** Donate leftover food to food banks and charities where possible. |
| o | **Energy efficiency:** Utilize natural light and keep heating and cooling energy efficient. |
| o | **Eco-friendly decor:** Reuse event decor when possible, such as potted plants as centerpieces, furniture, larger plant displays, and color themes. |

**POST-EVENT**

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| o | **Leftover materials:** Recycle or donate leftover materials and signage. |
| o | **Carbon footprint reporting:** Ask the venue to report on energy, water use, and carbon footprint. |
| o | **Continuous improvement:** Document any road bumps that occurred and approach the obstacles as a lesson to guide strategy for future events. |



[**Get in touch**](https://bcdme.com/contact/?mtm_campaign=ultimate-guide-venue-sourcing&mtm_source=lead-magnet&mtm_medium=cta) to learn more about our sourcing services.