

The Arts & Science Federation of Associations Sustainable Event Planning Checklist

Updated: March 6 2019

Preamble: This form must accompany all Special Funding Project Applications. If this form is not included, the application will be considered incomplete. For additional information on sustainability within the Arts & Science Federation of Associations, please consult the Sustainability and Ethical Purchasing Policies, which can be located on the ASFA website.

Venue

- Was the location accessible by public transportation, walking, cycling or carpooling?
- Does the location provide adequate waste services such as compost and recycling bins?
- Does your location have substantial natural lighting to reduce electricity use?

Materials

- Did you print any flyers and posters? If yes, indicate how many of each _____
- If you printed flyers or posters, were they on recycled paper?
- Did you do most of your advertising online or in person (social media, email, tabling)?
- Did you use any disposable materials?

→ If yes, please indicate what was disposed of:

- Did you make an effort to use non-disposable items, and contact resources available to support you? (ie. Dish Project, CUCCR)
 - If needed did you make an effort to repurpose/reuse/ or donate material used at this event?
 - Did you source your materials locally as much as possible?
 - Will you be giving your participants merchandise and goods?
 - Are these goods/merchandise reusable?

Food

- Did you make sure to get food for all dietary restrictions and allergies?
- If you are using catering services, did you ask your caterer to use bulk sugar, condiments and milk instead of individually packaged items?
- If your event is serving alcohol, did you ensure the beverages served were local and/or organic products?
- Did you include vegan, vegetarian and gluten free options?

- Did you serve food that is fair-trade, ethically produced and oceanwise certified?
- Did you make a conscious effort to get food from local market/stores and businesses/persons? (As defined in the ASFA Ethical Purchasing Policy)

Waste Management

- If needed did you buy in bulk to reduce packaging?
- Were participants encouraged to use their own water bottles/mugs/cups?
- Did you use non-disposable cutlery, table cloths and dishware?
- Did you use biodegradable and or compostable cutlery and dishware?
- Did you limit the use of bottled beverages?
- Did you donate or give out leftover food, so it does not go to waste?
- Did you make arrangements to have compost bins present as well as have volunteers stationed near the bins to make sure waste is disposed properly?

Social Sustainability

- Was the location wheelchair accessible?
 - Did you adequately promote your event to the entirety of the student body?
 - Does your event promote and/or benefit issues regarding environmental and/or social sustainability concerns?
 - If you answered yes to the above question, how does your event promote environmental and/or social sustainability concerns?
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- Did your event abide by the ASFA Ethical Purchasing Policy?
- Were there gender-neutral washrooms in the vicinity?
- Did you publicize the location of the gender neutral washrooms?
- If needed, were there SSP (Safe Serve Program) servers at your event?
- If needed, were there medics, or first aid trained individuals to ensure safety?
- Did you make sure that participants will have a safe way to get home (access to the shuttle/ public transportation)? (try and have your event end before the last metro)
- Were your event's activities inclusive and accessible to different abilities?

Additional Resources for Hosting Sustainable Events:

The Dish Project

The Dish Project is a student-run waste reduction initiative and official partner of Zero Waste Concordia. By lending out their inventory of reusable dishes, they make it easy for anyone in Montreal to run a sustainable event and offer their services free of charge. Find our more information here: <https://dishproject.ca/>

CUCCR (Concordia University Centre for Creative Reuse)

CUCCR diverts materials from Concordia's waste stream, offering them to the general Concordia community free of charge. Additional information on their location and opening hours can be found here:

http://www.concordia.ca/campus-life/sustainability/zerowaste/cuccr.html?utm_source=vanity&utm_campaign=cuccr.

Waste Not Want Not Composting Project

If you require volunteers to aid your guests with regards to what materials can be composted, please feel free to contact ilovecompost@concordia.ca if you have any questions or require additional information. The form to request volunteers to educate your guests about composting can be found here: <http://www.concordiacompost.ca/request-a-volunteer/>.

Concordia Compost

If you require additional compost bins for your event to get rid of food waste, please feel free to contact service2400@concordia.ca.