



## **Greener Events: “Before / During / After” Checklist**

**Purpose:** Make events measurable + improve every time.

### **BEFORE (planning)**

- ☐ QR codes / digital invites
- ☐ Reusable signage / lanyards / décor
- ☐ Local, seasonal, low-waste catering
- ☐ Recycling + compost bins planned + signage ready
- ☐ Sustainability message prepared (sign/speech/post)

### **DURING (delivery)**

- ☐ Volunteers use reusable bottles/mugs
- ☐ Reusables kit deployed (tablecloths, signage, badges)
- ☐ Attendees encouraged to bring their own cup/bottle

### **AFTER (closing the loop)**

- ☐ Leftovers donated or composted where possible
- ☐ Quick waste audit completed (what was thrown away? what can be reused?)
- ☐ 1 improvement chosen for next event

### **Evidence to collect (pick 2):**

- ☐ Photo of waste stations/signage
- ☐ Photo of reusables kit in use
- ☐ Short waste audit note
- ☐ Catering choice note (local/seasonal/low-waste)

### **Next event improvement (one sentence):**

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