CCSL Sustainable Event Checklist

The checklist is based on the [Sustainable Event Guide](#), which was developed by the Office of Sustainability and Hospitality Concordia in collaboration with the Access Centre for Students with Disabilities, the Black Perspectives Office, the Office of Community Engagement, the Equity Office, and the Office of Indigenous Directions.

Refer to the [Sustainable Event Quick Guide](#) for more information on each of these and other actions.

Words in **bold coloured text** indicate that you will find resources at the end of this document to support you in implementing the action.

DIVERSITY AND INCLUSION

- ❑ For events with participation from outside of your group, establish a **code of conduct** and clarify channels for participants to report violations
- ❑ **Encourage speakers and participants** to optionally share their pronouns when introducing themselves and use non-binary language when possible.

INDIGENIZATION

- ❑ Familiarize yourself with the **territorial acknowledgement** available from Indigenous Directions and practice pronunciation beforehand

ACCESSIBILITY

- ❑ Follow **basic best practices** for universal accessibility
- ❑ Ensure **accessible web pages, documents, and presentation materials**
- ❑ Make your event financially accessible by offering it for free or enabling reduced pricing
- ❑ Hold your event at an **accessible time for your audience**
- ❑ **Encourage your facilitator, moderator, or event host** to use accessible and anti-oppressive facilitation styles
- ❑ If offering an all-day or multi-day event, include adequate breaks and wellness activities in your program
- ❑ For events with a focus on content (i.e. a panel discussion, conference, presentation, or case competition) make event materials accessible after your event is over
- ❑ Collect feedback after the event and record lessons learned

WASTE & TRANSPORTATION

- ❑ Consider **reusable options** for event materials
- ❑ Favour reusable dishware over disposable
- ❑ Reduce single-use packaging and select eco-responsible packaging options
- ❑ Provide sorting bins for waste management
- ❑ Donate leftover food or encourage participants to take some home
- ❑ If non-local participants are invited, consider whether they can **participate virtually**

PURCHASING & SPONSORSHIP

- ❑ Choose **sponsors, suppliers**, and/or **caterers** that fulfill at least two of the following criteria: (1) local, (2) operate as a social economy enterprise or are committed to social sustainability, (3) committed to environmental sustainability
- ❑ Purchase from at least one **supplier owned by underrepresented communities**
- ❑ Give non-physical gifts, prizes, and giveaways or, if necessary, choose products that are environmentally and / or socially responsible and which attendees can opt out of
- ❑ Offer an equal number or more plant-based dishes than meat options and no dishes that include beef

DIGITAL CONSUMPTION

- ❑ Invite your participants to reduce their streaming quality and turn off their cameras when not presenting or interacting with others

SUSTAINABILITY AWARENESS & REPORTING

- ❑ **Communicate the sustainability measures that are being taken** for the event, and actions that participants, speakers and presenters can take during the event to reduce their impact

RESOURCE LIST

Diversity & Inclusion
[Guidelines for speakers and presenters](#)

Indigenization
[Concordia Territorial acknowledgement](#)

Accessibility
Basic best practices for universal accessibility
- For events with a virtual component
  - Allow participants to participate via mic and text chat.
  - Enable automatic closed captioning
  - If you're recording the event, ensure that everyone is aware of it
  - Provide online tutorials for the platform in use
- For in-person events
  - Mobility-related accessibility for all (venue choice)
  - Directions and amenities are provided clearly
  - Ensure clear signage is available along with greeters or volunteers to guide event participants

[Accessible web and document guidelines](#)
[List of public and faith-based holidays](#)
[Guidelines for facilitators, moderators, and event hosts](#)

Waste & Transport
[Concordia University Centre for Creative Reuse (CUCCR)](#)
[Compostable packaging in Montreal](#)
[Recyclable packaging in Montreal](#)
[IITS live technical support for hybrid participation](#)

Purchasing & Sponsorship
[Determining the sustainability of sponsors and suppliers](#)
[CESIM Social Economy Directory](#)
[Concordia Approved Caterers](#)
Underrepresented community-owned business directories
- [BUYPOC](#)
- [Canada's Black-owned Business Directory](#)
- [First Nations of Quebec and Labrador Economic Development Commission Indigenous Business Directory](#)
- [Shop First Nations](#)
- [Canadian LGBTQ+ businesses](#)

[Equiterre Guide to Sustainable Promotional Products](#)

Sustainability Awareness & Reporting
[Email templates](#)
[Powerpoint template](#)