



YELLOWKNIFE SUSTAINABLE EVENT CHECKLIST

The how-to checklist to running a sustainable, zero waste, bottled water free, energy conscious event in Yellowknife!



DETACHABLE!

YELLOWKNIFE SUSTAINABLE EVENT CHECKLIST

PURPOSE OF THIS CHECKLIST

The Yellowknife Sustainable Event Checklist is designed to help event coordinators plan key activities reducing the environmental impact of the event such as waste reduction and diversion, energy consumption, transportation and provision of NWT water. Depending on the event, some initiatives might be more applicable than others, but you should strive to meet as many of these sustainability standards as possible.

STAKEHOLDER INVOLVEMENT & COMMUNICATIONS



- ☐ Provide information about sustainable practices before, during and after the event to all parties involved.
- ☐ Recruit volunteers interested in sustainability.
- ☐ Make sure volunteers know ahead the types of tasks they may be required to perform.
- ☐ Outline sustainability efforts when promoting your event.
- ☐ Minimize the amount of printed material by using electronic means, as much as possible.

ACCESSIBILITY, INCLUSION AND SAFETY



- ☐ Ensure that the event is accessible by ramp or elevators.
- ☐ Select a location with gender-neutral (unisex) bathrooms.
- ☐ Make sign language and translation services available.
- ☐ Consider childcare needs.
- ☐ Implement a safe space policy and provide relevant training to volunteers and staff prior to the event.

FOOD, BEVERAGES AND CATERING

FOOD



- ☐ Source food locally, as much as possible.
- ☐ Provide vegetarian/vegan options.
- ☐ Reduce food packaging (e.g., providing condiments in bulk, offering beverages in pitchers, etc.).
- ☐ Organize a contingency plan for unused food (e.g., donate to food rescue, the food bank, etc.).
- ☐ Ensure that food, condiments, and drinks are served in reusable, compostable, or recyclable containers.
- ☐ Station properly labelled garbage, recycling, and compost bins near food vendors and eating areas.

WATER



- ☐ Clearly proclaim that the event is a plastic bottle free event.
- ☐ Offer alternatives to single use plastic bottles (e.g., arrange the provision of tap water in bulk containers, distribute large refillable water jugs).
- ☐ Promote the use of reusable water bottles or cups.
- ☐ Signify the location of water fountains.
- ☐ Offer discounts to attendees bringing their own reusable water bottles or cups.

CATERING



- ☐ Offer reusable dishware, utensils and cups and/or encourage attendees to bring their own.
- ☐ Require that vendors use compostable and/or recyclable containers, cups and cutlery only.

**NO NEED TO
PURCHASE
DISPOSABLE
DISHWARE!**

Ecology North is pleased to provide a 'Rent-a-Plate' service. More information and a price list can be found at **ecologynorth.ca/rent-a-plate**

WASTE REDUCTION/DIVERSION

EVENT MATERIALS/SUPPLIES



- ☐ Identify potential sources of event waste and evaluate options to minimize it.
- ☐ Provide properly labelled and colour-coded compost, recycling and garbage bins (containers should be placed together).
- ☐ Plan for managing waste during the event. Arrange for bins to be emptied regularly or as needed.
- ☐ Create a Site Plan indicating the location of garbage, recycling and compost dumpsters.
- ☐ Contact Kavanaugh Waste Removal Services and arrange for garbage, recycling and compost dumpsters to be delivered if needed and emptied after the event. *Large Events*
- ☐ Require that vendors use only reusable or compostable dishes, cups, and cutlery and avoid non compostable items such as single use condiment packages and plastic straws.
- ☐ Distribute supplies (gloves, extra bags) to waste management volunteers.
- ☐ Select items with less packaging.

COMMUNICATIONS



- ☐ Ensure that facility staff, vendors, event volunteers, and attendees are informed of the waste management practices at the event.
- ☐ Have volunteers available to direct attendees to the appropriate bin and answer waste management questions as needed. *Large Events*
- ☐ Ensure there is clear signage next to each waste bin.
- ☐ Place site specific signs in places where there is a particular type of waste (i.e., paper towel in washrooms, foodscraps next to the food table, etc.).
- ☐ Distribute information using electronic methods instead of handouts as much as possible.

ENERGY AND GREENHOUSE GAS EMISSIONS

THE VENUE



- ☐ Choose a venue that is easily accessible, on the ground level whenever possible, efficiently insulated and has natural light.
- ☐ For indoor events, choose a venue that allows for control of indoor temperature.

TRANSPORTATION



- ☐ Ensure bicycle parking is available at the event.
- ☐ Implement a no idling policy.
- ☐ Organize a shuttle service. *Large Events*.



- ☐ Plan a Bike Rally to the event.
- ☐ Encourage carpooling.

EVENT MATERIALS/SUPPLIES



- ☐ Support local businesses as much as possible.
- ☐ Use environmentally friendly cleaning products or choose a venue/cleaning service that uses environmentally responsible practices.
- ☐ Distribute information using electronic means and avoid handouts.



EVERY EVENT COUNTS!

This checklist can apply to any public or private event including festivals, parades, sport events, and public assemblies. If you are organizing an event, use this Checklist as your standard of social and environmental responsibility.

All events, no matter the size, can reduce the amount and type of waste generated, and minimize energy consumption and greenhouse gas emissions.

Make your event sustainable and create a healthy, inclusive, and safe space that contributes to the happiness of everyone involved.