

Manchester's Sustainable Events Checklist

Planning

	Status	Responsible	Deadline
Appoint a sustainability lead(s) and define their role and responsibilities.			
Define SMART sustainability goals for the event and a framework to monitor them.			
Align objectives to UN Sustainable Development Goals (SDGs).			
Assign responsibility for goals to team members.			
Design a responsible procurement policy which prioritises working with suppliers who provide sustainable goods and services.			
Add sustainability to all event planning meeting agendas and discuss progress.			
Consider implementing a carbon footprint assessment and set benchmarks for a successful low-carbon event.			

Venue

	Status	Responsible	Deadline
Choose a venue with a strong sustainability policy, third-party green accreditation, and renewable energy in place. Manchester Convention Bureau’s (MCB) Venue Location Service (VLS) can help.			
Ensure the venue has a comprehensive waste reduction and recycling policy in place.			
Pick a venue that adheres to the Greater Manchester Single-Use Plastic Pact.			
Pick a venue within easy reach of hotels and any other venues used for the event. All should be accessible via public or active transport.			
Work with the venue on minimising builds for your event. Can you utilise a plug-and-play setup, for example?			
Ensure the venue is fully accessible to all with accessibility requirements, including non-visible requirements.			

Accommodation

	Status	Responsible	Deadline
Ensure all accommodation options are within reach of your event venue(s) and arrival points by public and active transport. Manchester Convention Bureau's Accommodation Booking Service (ABS) can help.			
Pick accommodation with third-party sustainability accreditation (i.e. Green Key or Green Tourism). MCB can provide a list of these.			
Ensure there are fully accessible accommodation options available to book.			

Travel

	Status	Responsible	Deadline
Encourage staff and delegates to use the lowest carbon method of transport to get to Manchester. Consider incentivising this, i.e. a prize for the longest train journey, lowest carbon footprint, etc.			
When staff and delegates arrive, encourage them getting from their arrival point to the venue/hotel on public or active travel.			
Encourage public and active travel use around the destination. Work with TfGM to incentivise this with discounts.			
Ensure all event-related vehicles are electric or hybrid. Discourage the use of private cars and taxis for staff and encourage car shares where unavoidable.			
Display public transport timing at the event, for example, the last train times to London.			

Catering

	Status	Responsible	Deadline
Work with a caterer who will provide a seasonal, locally sourced, organic menu.			
Offer predominately vegetarian and vegan menus. If meat is an essential, offer only one meat or fish option.			
Ask delegates to confirm which meals they will be eating to minimise food waste. Don't serve breakfast when most will have it included in their hotel stay.			
Ensure menus take into consideration religious and dietary needs.			
Serve all food and drink from reusable crockery.			
Work with a caterer who can redistribute uneaten food where possible.			

Legacy & Impact

	Status	Responsible	Deadline
Write social impact objectives that align with your CSR/ESG objectives.			
Consult the Manchester’s Legacy and Social Impact Guide and work with a community partner to leave a lasting impact on the city in a way that achieves your objectives.			
Invite local community projects and students from relevant courses to a session during your event for free.			
Organise volunteering sessions for your delegates to give back to the local community.			
Spend as much of your budget as possible on local suppliers and businesses to leave an economic impact.			

Event Materials & Speakers

	Status	Responsible	Deadline
Use as much digital signage, sign-ups, agendas, menus, etc, as possible. If achievable, go fully digital.			
Ensure online materials are accessible to all, providing speak-text for blind or partially sighted delegates, for example.			
Ban single-use plastic ‘gifts’ such as pens, etc.			
Consider implementing a hybrid element of your event to reduce carbon footprints and encourage participation from across the globe.			
Use existing venue furniture and infrastructure, including plug-and-play AV systems.			
Donate any leftover materials to charities for reuse/repurposing.			
Ensure the event has speakers from diverse backgrounds.			



Communication

	Status	Responsible	Deadline
Communicate sustainable initiatives to delegates. Devise a ‘sustainable delegate’ guide with info on transport, meals, accommodation, Manchester etc to be distributed pre-event.			
Clearly label recycling points with information on what can be put in each bin.			
Communicate sustainable initiatives to stakeholders, clients, and press post-event.			
Label all food with sustainable credentials (i.e. locally sourced, seasonal) and carbon footprint information.			

Measurement & Reporting

	Status	Responsible	Deadline
Report on sustainability objectives - what was achieved, what could be improved next time.			
Collate carbon footprint results and benchmark for improvements at your next event.			
Survey delegates post event on their sustainable actions in travel, food, accommodation, water use, recycling, etc.			
Produce a sustainability report from the above and distribute it to clients, stakeholders, delegates and the press.			
Benchmark all results to feed into the planning stage of the next event.			