

# Destination Checklist

When considering a destination, evaluate its earth-friendly practices by following this checklist, created by [MeetGreen](#). Sample introduction language is included.

## Conference:

## Conference Dates:

## City for Consideration:

The intended result of requiring MeetGreen Strategies is to support the mission and values of <ORGANIZATION NAME> by practicing sustainable, responsible meeting management strategies. <ORGANIZATION NAME> is taking the opportunity to strengthen green meeting management practices by driving the meeting and convention market to adopt environmentally responsible practices. The green strategies are customized for the <CONFERENCE NAME> and are categorized in the following five areas: air quality, energy efficiency, water conservation, waste minimization and environmental purchasing. These strategies focus primarily on site selection; a more complete set of guidelines will be presented further into the planning process.

Please complete the following survey questions, indicating level of green practices. Circle the number or statement according to the following key:			
1	Yes, is currently available and/or implemented		
2	Will commit to implementation in time for the start of conference/event.		
3	Currently not available, and no future plans to implement		

<b>Convention Center</b>			
<i>Air Quality</i>			
Has the ability to provide documentation about air quality control and systems for convention center and hotels	1	2	3
<i>Energy Efficiency</i>			
Are convention center and hotel properties located within walking distance or easily accessible by public transportation?	Y	N	
Is an energy-saving strategy in place for the convention center by reducing lights, power and HVAC during move-in and move-out in the exhibit hall?	1	2	3
Does the convention center minimize the energy use by turning off lights in meeting rooms when not in use?	1	2	3
<i>Water Conservation</i>			
Does the convention center (or caterer at the convention center) offer large containers of drinking water rather than individual bottles?	1	2	3
Does the convention center have low-flow toilets and other water-saving devices in restrooms?	1	2	3
Does the convention center sweep, not spray, parking lots, sidewalks and driveways?	1	2	3
<i>Waste Minimization</i>			
Does the convention center have a recycling program to recycle glass, aluminum, plastic, paper, grease and cardboard?	1	2	3

Does the convention center have a policy to reduce and reuse where possible and appropriate, and minimize paper usage?	1	2	3
Is the convention center staff trained to implement environmental policies?	1	2	3
Will the convention center work with the organization at no cost to implement a composting system, if available?	1	2	3
<i>Environmental Purchases</i>			
Does the convention center purchase bathroom supplies: minimum 20% recycled products for hand towels and toilet paper?	1	2	3
Does the convention center purchase environmentally responsible cleaning products for carpets, floors, kitchens and bathrooms: minimum 50% of products used to be environmentally responsible?	1	2	3
Does the convention center request vendors to have environmentally responsible practices? And support those who do?	1	2	3
<b>Hotels</b>			
<i>Air Quality</i>			
Are the hotel/s located within walking distance of the convention center or easily accessible by public transportation?	Y	N	
Will the hotels provide documentation about air quality control and systems?	1	2	3
<i>Energy Efficiency</i>			
Do hotels instruct staff to shut off HVAC/lights when guests are not in their room	1	2	3
<i>Water Conservation</i>			
Are water-conservation practices such as low-flow showerheads and toilets available in hotels?	1	2	3
Do the hotels offer and implement a towel and linen reuse program?	1	2	3
<i>Waste Minimization</i>			
Do the hotels implement a recycling program to recycle glass, aluminum, plastic, paper, grease and cardboard?	1	2	3
Do the hotels have a policy in place to reduce and reuse where possible and appropriate, and minimize paper usage?	1	2	3
Do the hotels participate in a food donation program?	1	2	3
Is the hotel staff trained to implement environmental practices?	1	2	3
Do the hotels serve food and beverage items such as: juice, iced tea, coffee and water in pitchers rather than individual servings? Do they serve condiments in bulk?	1	2	3
Do the hotels use china service (If not possible, use biodegradable disposable service ware) in their banquet or to-go outlets?	1	2	3
Will the hotel work with the organization at no cost to implement a composting system, if available?	1	2	3
Do the hotels replace unused amenities only when empty or requested by guest?	1	2	3
Hotel food outlets must not serve food or beverages in polystyrene (Styrofoam) containers in banquet or take-out service.	1	2	3
<i>Environmental Purchases</i>			
Do hotels purchase locally grown and organic foods and products wherever possible and affordable (minimum 15% of meals)?	1	2	3
Do hotels purchase condiments and beverages in bulk?	1	2	3
Do the hotels offer sustainable menus with comparable prices?	1	2	3
Do the hotels purchase bathroom supplies: minimum 20% recycled products for hand towels and toilet paper?	1	2	3
Do the hotels purchase environmentally responsible cleaning products for carpets, floors, kitchens and bathrooms: minimum 50% of products used to be environmentally responsible?	1	2	3
Do the hotels have an established program with wholesalers to utilize reusable crates or cartons?	1	2	3
Do the hotels request vendors have environmental practices in place?	1	2	3

**Caterer***Water Conservation*

Does the convention center caterer implement water-saving strategies? For example: not pre-filling water glasses or providing a saucer under the coffee cup or offer large containers of drinking water rather than individual bottles.	1	2	3
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Does the convention center caterer reduce the use of ice in drinking water?	1	2	3
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*Waste Minimization*

Does the convention center caterer implement a recycling program to recycle glass, aluminum, plastic, paper, grease and cardboard?	1	2	3
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Does the convention center caterer have a policy in place to reduce and reuse where possible and appropriate, and minimize paper usage?	1	2	3
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Does the convention center caterer donate left-over food?	1	2	3
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Is convention center catering staff trained to implement environmental policies?	1	2	3
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Does the convention center caterer serve juice, iced tea, coffee and water in pitchers? Serve condiments in bulk?	1	2	3
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Does the convention center caterer use china service? If not possible, use biodegradable disposable service ware?	1	2	3
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Will the convention center caterer work with the organization at no cost to implement a composting system if available?	1	2	3
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*Environmental Purchases*

Does the convention center caterer purchase locally grown and organic foods and products wherever possible and affordable (minimum 15% of meals)?	1	2	3
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Does the convention center caterer purchase condiments and beverages in bulk?	1	2	3
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Does the convention center caterer offer sustainable menus with comparable prices?	1	2	3
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