



For checklists, podcasts and information on how to make your event more sustainable – check out www.tsef.ca



Questions to include in your RFP for Sustainable Events

General sustainability questions:

- 1) Does your organization have any environmental certifications? (for example: building standards like LEED® or operational ratings like Green Key and ISO)
- 2) Does your venue or company have a sustainability plan? (If yes, please provide a copy of your sustainability strategy or policies)
- 3) Do you have a sustainability or green committee?
- 4) Do you support community organizations through donations, volunteering or partnerships? please list if yes
- 5) Do you provide any post event reporting to support sustainability initiatives?

Material Use Questions:

- 1) Does the venue use recycled products, bioplastics, biodegradable or compostable plastics, which can be locally processed, in the following areas?
 - a. Office paper – i.e. printing and copying paper
 - b. Food service items including take out containers & cutlery, napkins and straws?
 - c. Washroom paper products i.e. toilet paper, hand towels
- 2) Are paper items FSC certified? if yes, which ones?
- 3) Has the venue discouraged/limited/banned the use of single use plastics through policy or procurement or general practice?
- 4) Recycling and composting
 - a. Does the venue participate in a commercial recycling program – if yes, which materials are recycled? Do public facing refuse collection containers allow for sorting of these materials?
 - b. Does the venue compost food waste from kitchen food preparation and post service leftovers?

Handling of water and wastewater:

- 1) Do public washrooms or guest rooms have reduced flow water fixtures?
- 2) Is there a storm water management policy in place?
- 3) Is there a water catchment program, i.e. green roofs, gardens, rain barrels, etc.

Energy Use Questions:

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- 1) Does the venue have an energy reduction program, i.e. use of LED lights, motion sensors for lighting, or other steps to reduce energy use?
- 2) Does the venue have a climate control (temperature and humidity) plan in place to manage energy use and client comfort during cold or hot weather events?
- 3) Has the venue implemented other energy saving steps?
- 4) Does your venue have a carbon emissions and reduction management plan?
- 5) Do you have a sustainable procurement policy as part of your supply chain management?

Food Service and Handling of Food Waste:

- 1) Do your menus offer vegan and vegetarian options?
- 2) Are there any organic or locally sourced menu items?
- 3) Is your seafood MSC or Oceanwise certified?
- 4) Do you follow other organic or local use certifications? I.e. Feast On, etc.
- 5) Do you have a food reuse program with any local charities?
- 6) Do you have whole unprocessed food items on your menus, i.e. fruits, vegetables, nuts.
- 7) Do you offer sustainable options for water service, i.e. water stations, water jugs on the tables, etc.
- 8) Do you have sustainable options for other beverage services? i.e. fountains, jugs – rather than single use individual containers?
- 9) Can you offer composting and recycling bins in public areas?

Biodiversity Preservation

Does the venue have a garden, local plants, rooftop gardens, beehives or other natural ecosystem initiatives in place?

Good luck with your event and if we can help with your sustainability needs, please let us know!