



RFP Questions for Sustainable Events

General sustainability questions:

- 1) Does your venue or company have a sustainability strategy? Do you have a sustainability committee or implementation plan?
- 2) If yes, please provide a copy of your sustainability strategy or policies.
- 3) Does the venue have a garden, local plants, rooftop gardens or beehive or other natural ecosystem initiatives in place?

Material Use Questions:

- 1) Does the venue use recycled products, bioplastics, or compostable plastics, which can be locally processed, in the following areas?
 - a. Office paper – i.e. printing and copying paper
 - a. Food service items
 - b. Washroom paper products
 - c. Signage
- 2) Are paper items FSC certified?
- 3) Has the venue discouraged or limited 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:

- 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?

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) Do you have a food reuse program with any local charities?
- 4) Do you have whole unprocessed food items on your menus, i.e. fruits, vegetables, nuts.
- 5) Do you offer sustainable options for water service, i.e. water stations, water jugs on the tables, etc.
- 6) Do you have sustainable options for other beverage service? i.e. fountains, jugs – rather than single use containers?
- 7) Can you offer composting and recycling bins in public areas?

Post Pandemic Planning, questions to consider:

- 1) What practices, based on local and federal guidance around cleanliness, has the venue put in place?
- 2) What is the cleaning and disinfection process?
- 3) What does disinfection entail?
- 4) Is the venue practicing deep cleaning of rooms and public spaces?
- 5) What is their approach to food and beverage post covid-19?
- 6) Will they be offering distancing measures for dining and meeting spaces?
- 7) Will they be offering plated or buffet meals?

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