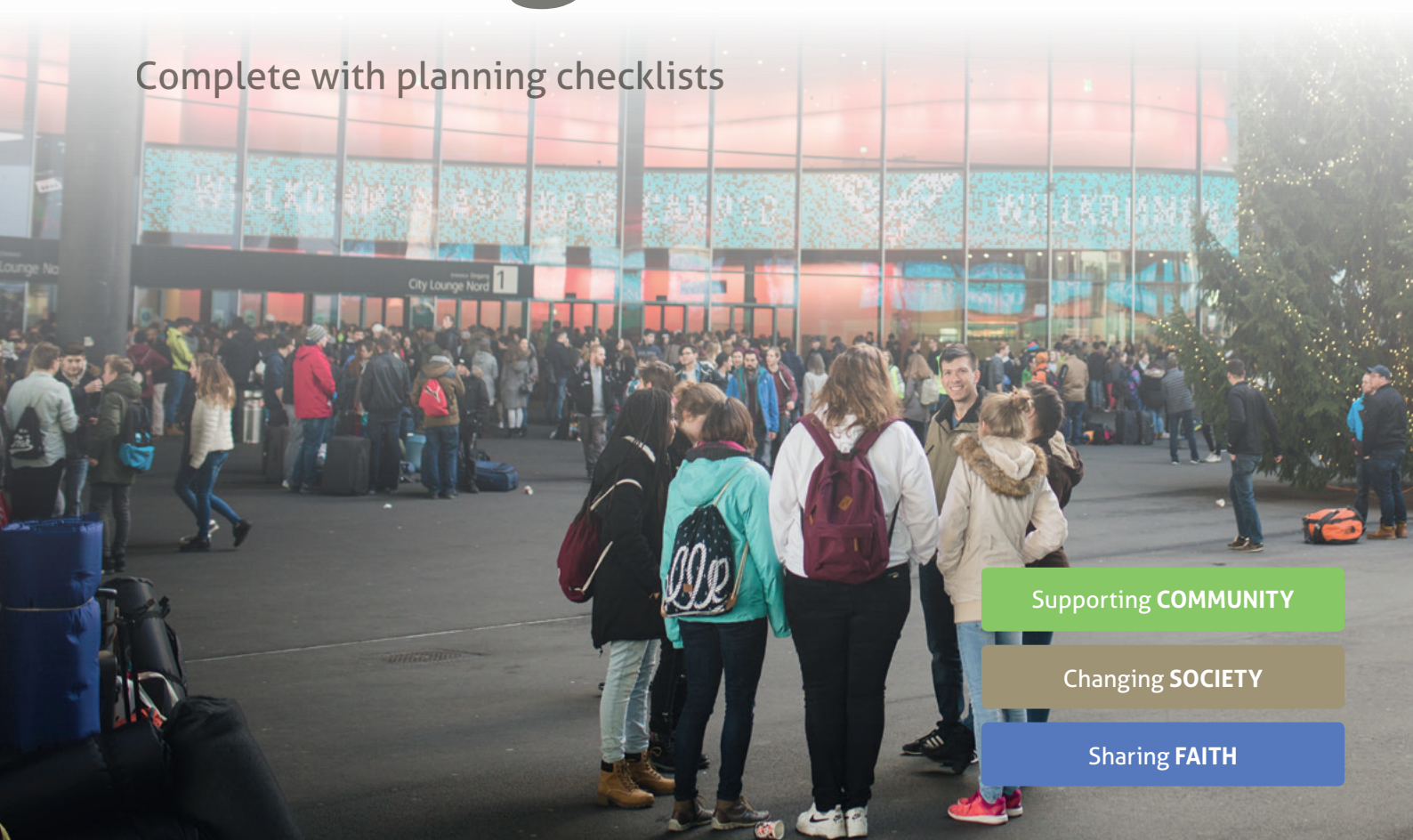




Position paper no. 101

# Guidelines for sustainable event management

Complete with planning checklists



Supporting **COMMUNITY**

Changing **SOCIETY**

Sharing **FAITH**

## How to organise an event sustainably

As recommended by the committee for Climate, Energy and Environment from the Swiss Evangelical Alliance SEA.

### Abstract

Human disregard of God's creation is a cause of great concern. Many confessing Christians believe it to be an issue in need of intervention, specifically in the context of Christian events. We have produced this document as a practical aid for those that wish to evaluate and improve their event's impact on the environment. This guide explains how an event's overall CO<sub>2</sub> emissions can be calculated. These calculations are then used to create easy-to-use checklists for sustainable event planning. We want to stress that being eco-friendly in your event planning should not just be an «optional bonus». On the contrary, the Bible teaches us that when people, Christians and communities gather together, we have a clear responsibility towards our environment.

### Table of Contents

<b>1. Faith and event management</b> .....	<b>3</b>
1.1. Say yes to community living.....	3
1.2. A practical guide.....	3
<b>2. Event aspects</b> .....	<b>4</b>
2.1. Event aspects that have a negative impact on the environment.....	4
2.2. Weighing up the events aspects.....	6
<b>3. Event planning</b> .....	<b>8</b>
3.1. Environmental policy.....	8
3.2. Checklists: tips for event planning.....	9
3.3. Event assessment.....	12
<b>4. Resources and further information</b> .....	<b>17</b>
4.1. Resources.....	17
4.2. Contact us.....	17
4.3. About us.....	17

## 1. Faith and event management

Christians are becoming increasingly more aware of the fact that the protection of the environment is an essential task and challenge for the Christian community. There are at least four theological reasons to support this:

### 1. The creator and the created

God created the world. Nature, plants, animals and humans were all made according to God's plan (Gen 11:20, 24; Gen 2:15). The whole of creation belongs to God, not to man (Psalms 24: 1). Adam was appointed the task of looking after and protecting the Garden; even after our banishment from the Garden, this commission continues.

### 2. Stewards of the Earth

God created all things, which means that his protecting hand is stretched over everything. Only through his power and mercy are we able to live. His protection is over us every day and is always available to us, even when we find it difficult to receive. God is and remains our great daily provider. How long God plans to sustain this world, and when the apocalypse will descend upon us (Luke 21: 25-36), is known only by Him. Until then, we are called to behave in a responsible and diligent way towards the creation that God entrusted into our care. If we respect this calling to preserve the Earth, it is an act of trust and love towards our God.

### 3. Heart and soul

Nature helps us to discover our creator, which in turn aids us to find ourselves. God brought Abraham out of his tent to count the stars (Gen. 15:5); the writers of Psalms often use nature as a way to symbolise emotional and spiritual sentiments; Jesus uses a lot of examples from nature in his parables.

### 4. Ethics

Because of our sinful nature, God has given us ethical boundaries so that we can recognise and, at least in part, accomplish God's will, in spite of The Fall. God

warns us not to be greedy as lust, greed and stinginess all eventually rob us of our freedom. If we do not protect the environment, global poverty increases (famine, water shortages, destruction of habitats). If we are content and show self-control, we demonstrate trust in God and love for our neighbour.

### 1.1. Say yes to community living

The Christian community aims to be able to praise God and give him thanks, to get to know people and build up a brotherly and sisterly community, together with other people from different regions and different cultural backgrounds. The Bible reveals how influential such congregations can be. Look at the examples of Nehemiah 8 or the Pentecost in Jerusalem (Acts 2). Such gatherings, however, are often very energy consuming, even in our modern world. One aspect which is becoming increasingly more important to consider is the negative impact that these conferences, regional or national events can have on our environment.

### 1.2. A practical guide

This handbook (as well as the complementary website) offers you a practical guide on sustainable event management. You can use our convenient online environmental calculator to quickly evaluate your event from an environmental perspective. The calculator assesses the environmental impact of the different aspects of your event and from this can then indicate the possible effectiveness of different measures. By using both this booklet and the corresponding website, you will soon realise how straightforward it can be to manage an event whilst keeping the environment in mind.

Our hope is to empower you to plan an eco-friendly event that glorifies God and benefits all of creation.

## 2. Event aspects

Various resources are needed to run an event. As well as financial resources and staff, an event requires a great amount of natural resources, putting a burden on the environment. This chapter will compare the degree of a negative environmental impact that different aspects of an event can have.

### 2.1. Event aspects that have a negative impact on the environment

For the purposes of this handbook, we are only going to focus on event aspects that, firstly, put a strain on the environment and secondly, we can actually influence. Here is a list of the six biggest aspects that can influence an event's impact on the environment:

1. Mobility/ transport: how do participants travel to the venue?
2. Catering: how are participants catered for during the event?
3. Waste: how much waste is produced at the event?
4. Advertising/ printing: how many printed resources will be produced for handouts and advertising?
5. Facilities/ energy usage: how much energy is needed for lighting, technical equipment and heating?
6. Water usage: How much water is needed to manufacture products used at the event?

In our evaluation of the environmental impact of these various aspects, we need to be able to compare them to each other. To achieve a measurable comparison, we will calculate the average CO<sub>2</sub> emissions of each aspect. This method is a typical way of comparing the first five aspects mentioned above. The CO<sub>2</sub>

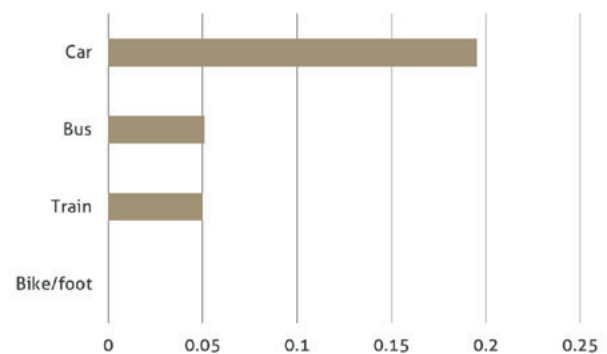
emissions of our water usage, however, cannot be measured directly. It is very difficult to precisely measure the global water supply or our usage of it, as the data that is available is fairly lacking. For the purposes of this handbook, we will only be focusing on the first five aspects that can be directly measured through their CO<sub>2</sub> emissions. That being said, we are growing increasingly aware of the strain that our water usage has on the environment. We would therefore suggest that you still reflect on your water usage at your event.

We have based our CO<sub>2</sub> calculations on the myclimate Event Calculator (see chapter 4.1.2).

#### 2.1.1 Mobility/ transport

What level of CO<sub>2</sub> emissions will participants and speakers produce on their journey to and from your event? We need to consider two factors here: the mode of transport chosen and the journey distance. We will use four transportation categories for our evaluation: bike/ by foot, train, bus/coach and car. The average CO<sub>2</sub> emissions per person are 0 by bike/by foot, 0.0495 kgCO<sub>2</sub>/km by train, 0.052kgCO<sub>2</sub>/km by bus/coach and 0.197 kgCO<sub>2</sub>/km by car.

#### Emissions CO<sub>2</sub> (kgCO<sub>2</sub> /km)



The above table shows that travelling by train or by bus/coach produces a quarter of the CO<sub>2</sub> emissions per kilometre produced by a private car. There is the potential to save on 4 times the amount of emissions if public transport is used. Transportation can affect

the scale of CO<sub>2</sub> emissions considerably, depending on whether the event is local (average distance 2x1km, mostly by foot or by bike), regional (average distance 2x10km) or national (average distance 2x100km).

### 2.1.2 Catering

There are three influential factors when considering catering:

1. Are participants provided with a hot or a cold meal?
2. Are the meals vegetarian?
3. Is the food prepared with seasonal and regional products?

Type of meal	Consumption (kgCO <sub>2</sub> /meal)
Hot, not vegetarian, not seasonal/regional	3.8
Hot, not vegetarian, seasonal/regional	2.66
Hot, vegetarian, not seasonal/ regional	2.8
Hot, vegetarian, seasonal/regional	1.96
Cold, not vegetarian, not seasonal/regional	3.2
Cold, not vegetarian, seasonal/regional	2.24
Cold, vegetarian, not seasonal/regional	2.16
Cold, vegetarian, seasonal/regional	1.52

It is possible to reduce CO<sub>2</sub> emissions by around 15% if a cold meal is chosen over a warm meal. Providing a vegetarian meal using seasonal and regional products reduces emissions by around 30%. All these factors together could result in up to a 60% reduction in catering CO<sub>2</sub> emissions.

### 2.1.3 Waste

How much waste will be produced that cannot be re-used and needs to be disposed of in a waste incinerator? It is unlikely that hazardous waste will be produced at these events so we will not include that in our evaluation.

Possible sources of non-recyclable waste are, for example: packaging, disposable crockery and plastic bottles.

0.2-0.5 kg waste per attendee has emissions of 0.1-0.25 kgCO<sub>2</sub>/person.

### 2.1.4 Advertising/printing

A further aspect to consider is the CO<sub>2</sub> emissions from the production of advertising material and printed handouts. There are two main factors to consider:

1. How many flyers will be produced per participant and how extensive is the handout?
2. What type of paper will be used? Will it be recycled paper?

Normal paper produces 3.1kgCO<sub>2</sub>/kg in CO<sub>2</sub> emissions and recycled paper produces 2.5kgCO<sub>2</sub>/kg. In terms of individual pieces of A4 paper (80g/m<sup>2</sup>), normal paper produces 0.0155kgCO<sub>2</sub> per page and a recycled one 0.0125kgCO<sub>2</sub>. Emissions are not only proportional to the amount produced but can also be cut by 20% if recycled paper is chosen.

### 2.1.5 Facilities/energy usage

To calculate the CO<sub>2</sub> emissions produced by event facilities we will use the CO<sub>2</sub> emissions produced by technical equipment. Here are some examples:

- Lighting: ceiling lighting, spotlights
- Sound and visuals: projectors, speakers, amplifiers etc.

We have used the Swiss-electricity-Mix (0.142 kgCO<sub>2</sub>/kWh) to calculate the average CO<sub>2</sub> emissions of electricity<sup>1</sup>. Using these figures, an event that lasts more than 4 hours, which uses 50 lights (100 Watt light bulbs) and has 50 participants, would produce 0.057 kgCO<sub>2</sub>/person.

On top of electricity usage, you should also consider heating as an energy-consuming factor for the colder months of the year.

### 2.1.6 Water usage

When a product is manufactured it often uses and pollutes a large amount of water. Over the past 20 years the concepts of virtual water and the water footprint have been developed to observe our overall water usage. Virtual water has now enabled us to make our invisible water footprint visible. For clarification, here are a few figures from WWF<sup>2</sup> indicating how much virtual water is required to produce the following products:

- microchip 2g: 32L water
- cup of coffee (125ml): 140L water
- packet of crisps (200g): 185L water
- hamburger: 2400L water
- t-shirt: 4100L water

As an extensive exploration of virtual water would go beyond the scope of this handbook, we are not going to look at this topic in any more detail. When considering global environment issues in the future, we should however begin to factor in the concept of virtual water alongside CO<sub>2</sub> emissions. Studies<sup>3</sup> show that countries with access to large amounts of water, like Germany or Switzerland for example, are importing vast amounts of virtual water. And African countries are exporting a lot.

1 You should take into consideration that these figures may differ from country to country.

2 www.wwf.de

3 A.Y. Hoekstra (2003): «Virtual Water Trade» in Value of Water Research Report Series No. 12; IHE Delft (NL)

## 2.2. Weighing up the event aspects

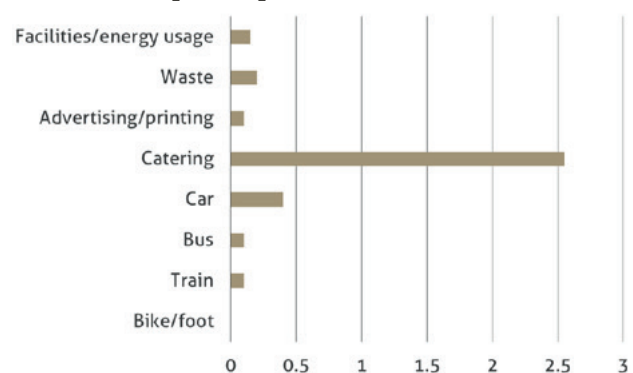
As an event planner you need to ask yourself which event aspects should be given the most attention and which measures will be the most effective in reducing your event's overall CO<sub>2</sub> emissions. As the amount of transport CO<sub>2</sub> emissions is largely dependent on the distance that participants travel to get to the event, we will split the events up into three categories:

- local events. Average distance is 2x1km, mainly by foot or by bike
- regional events. Average distance 2x10km
- national events. Average distance 2x100km.

### 2.2.1 Local events

Distance to the event location is 1km on average. Most attendees will travel by foot or bike.

#### Emissions CO<sub>2</sub> (kgCO<sub>2</sub>/person)

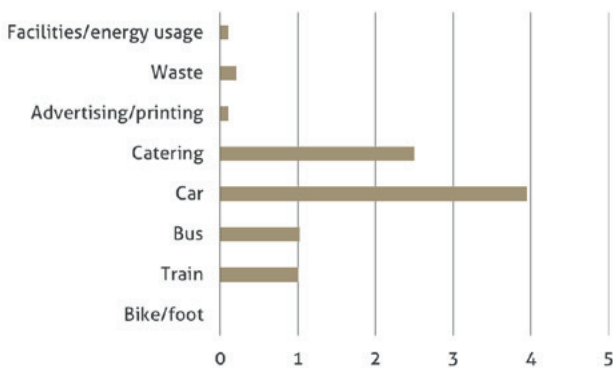


The expected CO<sub>2</sub> emissions per person are between 1.5 – 4.5kgCO<sub>2</sub>. This graph clearly shows that the greatest proportion of emissions come from catering, namely around 85%. In the case of a local event, the most efficient way of reducing the carbon footprint would be to focus on cutting catering emissions. The second highest influential factor would be attendees travelling by car.

### 2.2.2 Regional events

Distance to the event location is on average 10km. Most participants will be getting to the event by foot, by bike, by public transport or by car.

#### Emissions CO<sub>2</sub> (kgCO<sub>2</sub>/person)

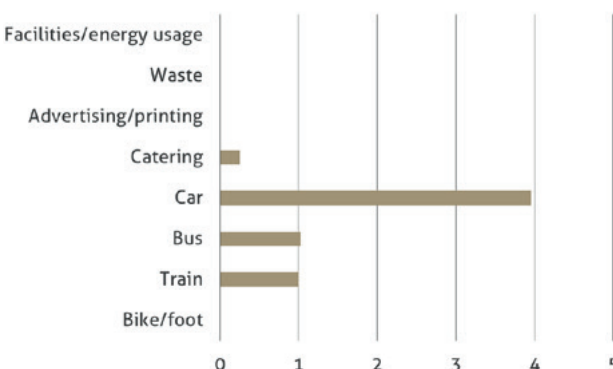


CO<sub>2</sub> emissions per person are 1.8 (public transport) – 8kgCO<sub>2</sub> (car). The above graph indicates that mode of transport and catering are the biggest factors in CO<sub>2</sub> production. Car emissions, for example, make up about 50% of total emissions. If most people were to come by bike or by public transport, then emissions would drop significantly. In regional events, catering now takes second place in emission producers.

### 2.2.3 National events

Participants will travel on average 100km to get to a national event venue. Most of them will travel by public transport or by car.

#### Emissions CO<sub>2</sub> (kgCO<sub>2</sub>/person)



Expected CO<sub>2</sub> emissions per person are 11.5 (public transport) – 45kgCO<sub>2</sub> (car). People who choose to travel by car make up around 90% of total emissions. This clearly shows that mode of transport can produce most carbon emissions at a national event. An environmentally conscious national event therefore requires measures to encourage public transport usage.

It is interesting to note that if most people were to travel by public transport to a national event, the emissions produced would be similar to those of a regional event, where the majority of participants travelled by car.

## 3. Event planning

This chapter will provide you with practical tips and assessment criteria to implement the aspects discussed in chapter 2 into the planning of your local, regional or national event. The strain that your event will have on the environment can be significantly reduced with only a few fundamental preliminary decisions. It is therefore essential that you already define your environmental policy in the first stages of planning.

### 3.1 Environmental policy

The graphs in chapter 2.2 indicate which event aspects (mode of transport, catering, advertising/printing, waste, facilities) have the biggest impact on the environment depending on the size of your event.

Ideally you should establish an environmental policy for each aspect that is relevant to your event. This should be done as soon as possible, especially for regional and national events. An environmental officer would be ideal to have on your organisation committee, especially for larger events. This person can then be in charge of planning, implementing and monitoring the environmental protection measures decided upon.

#### 3.1.1 Contents of an environmental policy

Your environmental policy should be split up into 5 sections for each individual aspect:

- mobility plan
- catering plan
- advertising and printing plan
- waste plan
- facilities and energy usage plan

Key tips for each individual plan will be discussed in chapter 3.2, which should be implemented into your environmental policy. We will however first outline three important principles that have a decisive influence on an event's environmental impact:

mobility and choice of venue, the prevention principle and choice of products and materials.

#### Mobility and choice of venue

Transport arrangements to and from a national or regional event has a large influence on the event's total CO<sub>2</sub> production. It is therefore crucial that you make a mobility plan before deciding on the venue, date, time and entry price options. The following four factors are essential to consider for an environmentally-friendly mobility plan:

- Venue:
  - Try and minimise the average journey distance to the event
  - Local transport connections should be within walking distance (max. 500m). Regional and national venues should be easily accessible by intercity transport connections. If this is not possible, you should organise shuttle buses to the nearest intercity transport.
- Date: If there are any other events or planned engineering works on the same day, this could cause congestion on public transport, making it difficult to maintain an eco-friendly mobility plan.
- Time: The beginning and end of your event should be planned according to public transport timetables and to your mobility plan.
- Entry price: If you are charging for entry, you could make a combined ticket option, including public transport in the price of the event.

Your aim should be to ensure that a minimum of 90% of attendees travel by public transport or by bike/foot to your event, regardless of event size. According to experience, you can manage to get about 50% of participants to travel by public transport just through good communication and basic parameters for the time and location of the event. You could get a further 20% involved with financial incentives (combined



ticket for every attendee, price of train/bus ticket included, public transport discounts, high parking fees etc.) or compulsory measures (no parking, use of road blocks etc.)<sup>4</sup>. To successfully get 90% travelling by public transport you can see that there are various steps that should be taken, which need to be well communicated.

Another benefit of investing in a good mobility plan is that it increases participant satisfaction. Efficient public transport connections can save participants the stresses of route-planning, high parking fees and traffic. If you keep participants well informed about transport timetables and ensure a simple and quick transport connection, the stress-free journey results in a much more overall positive impression of the event. A well thought-out mobility plan that focuses on public transport therefore not only makes your event more environmentally friendly, but also increases participant satisfaction.

### Prevention principle

The most fundamental principle to minimize environmental damage is the principle of prevention. Prevention of waste, traffic, energy usage and noise is the most effective and cost efficient way to protect the environment.

### Choice of products and materials

Be conscious about your choice of products and materials, both during the event as well as in the planning and preparation phase:

- choose recycled products for your disposables (paper, toilet paper, serviettes)
- choose products that contribute towards environmental protection and/or social justice in at least one aspect, e.g. products that are:
  - seasonal/regional
  - organic

- fair-trade
- child-labour free
- free of toxic ingredients
- upholding fair working conditions
- offering a social integration programme to employees with social/ disability difficulties.

### 3.1.2 Environmental officer

As well as establishing and monitoring your environmental policy, the environmental officer should also train the organisation committee in the relevant basics of environmental protection. Ask your local/ regional energy advice services to offer you support if required.

## 3.2 Checklists: tips for event planning

In this chapter you will find planning tips for each of the 5 event aspects. These checklists should be implemented into your environmental policy. The tips have been kept general, as they will not all have the same relevance from event to event. You can use the assessment criteria in the next chapter (3.3) to help you decide which tips are more relevant for you, depending on your event size.

### 3.2.1 Mobility/ transport

Here is a checklist of tips to consider for mobility:



#### Choice of venue

- Give yourself enough time to establish your mobility plan
- Minimize the average journey distance

- Choose a venue within walking distance to local transport connections (max. 500m)
- Regional and national venues should be easily accessible using intercity transport connections. If this is not possible, you should organise shuttle buses to the nearest connection.

#### Promote eco-friendly transportation

- Combined ticket (transport included in entry ticket)
- Plan beginning and end of event based on transport timetable
- Encourage slow-speed transportation
- Provide sufficient bike parking and make sure it is well signposted
- Signpost pedestrian/bike paths
- Encourage carpooling (although travelling by train still produces less emissions than a full car)
- Organise shuttle buses if necessary
- Use low-emission vehicles for the event.

#### Parking

- No park-and-ride
- High parking fees
- Available parking should be further away than local public transport.

#### Communication

- Keep attendees well informed about bus/train timetables and routes. The route should be easy, even for those not used to travelling by public transport
- Include bike and walking routes on event advertising

- Inform participants about parking fees/absence of parking spaces.

#### 3.2.2 Catering

Consider the following tips when planning your catering:



#### Choice of products

- Seasonal and regional products
- Offer vegetarian meals
- Use fair-trade (e.g. Max Havelaar) and organic products
- Make an agreement with catering services according to your catering policy
- Favour local food delivery services to reduce transit distance
- Important aspect to consider: how much water is used for the production of food/drinks (especially for imports from countries with water shortages)?

#### Drinks

Serve drinks in re-usable cups filled from bulk containers or mixed from concentrate. Provide drinking-water access points (participants should bring their own cups/bottles).

#### Waste prevention

- Use edible packaging, e.g. bread, offering at most a serviette or paper bag

- Offer a choice of portion sizes to reduce food-waste
- Use bulk packaging instead of individual packets (sugar, salt, coffee cream etc.).

See also: 3.2.4 Waste

### 3.2.3 Advertising/printing

Here are some printing suggestions:



istockphoto

- Use regional (national) printing companies to minimize transit distance
- Minimize printed flyers
- Minimize printed handouts at event

### 3.2.4 Waste

Use the following checklists when dealing with waste:



Pet Recycling Schweiz

#### General waste prevention

- Avoid disposables as much as possible, e.g. decoration/ advertising

- Minimize printed handouts
- Ask sponsors not to distribute random printed handouts or freebies.

#### Waste prevention for catering

- Returnable/ re-useable containers
- Deposit system: return reusable containers and plastic/glass bottles and get money back
- Avoid aluminium cans
- Make an agreement with bar and catering services according to your waste policy
- Use disposable crockery made out of recycled cardboard, if any is needed
- Use edible packaging, e.g. bread, offering at most a serviette or paper bag
- Offer various portion sizes to reduce food-waste
- Use bulk packaging instead of individual packets (sugar, salt, coffee cream etc.).

#### Recycling

- Provide sufficient bins that are easily accessible. You should have separate bins for non-recyclable waste and plastic bottles (if there is no deposit return system). Provide compost bins if possible
- Inform participants about waste plan using announcement boards
- Provide recycling bins for backstage areas (compost, plastic, glass, cans, metal, paper, cardboard, used oil, non-recyclable waste)
- Inform and make an agreement with catering services and staff about your recycling policy

### 3.2.5 Facilities/energy usage



Messe Basel

#### Electricity supplier

Use a certified green electricity supplier for electricity usage at event<sup>5</sup>.

#### Save energy

- Turn lights and electronics off when not in use
- Use energy-efficient devices and energy-saving light-bulbs<sup>6</sup>
- Keep room heating/cooling to a minimum
- Turn heating down when rooms are not in use/ at night.

#### Choice of venue

Try and find an energy efficient venue which uses renewable energy (e.g. biomass heating, solar water heating, wood heating etc.).

#### General points about accommodation

If your event lasts for several days, here are some guidelines:

- Organise accommodation close to the venue
- Organise shuttle buses

- Try and find accommodation that fulfils ecological criteria.

#### Temporary facilities and accommodation (marquees, camping area etc.)

- Try and use already available facilities (e.g. a hall instead of a marquee)
- Don't use marquees during the winter due to the heating demands
- Try and set up mobile facilities on sealed ground
- Avoid nature reserves and other sensitive landscapes.

For more detailed information about events in nature you can have a look at the Ecosport website<sup>7</sup>.

## 3.3 Event assessment

In this chapter you will be provided with assessment criteria for each event size using the checklists from chapter 3.2. The relevance of each individual event aspect (mobility/transport, catering, advertisement/printing, waste management and facilities/ energy usage) will depend on the event size (see chapter 2.2), so we have adapted the assessment criteria accordingly. These tables are a useful tool for the environmental officer for event assessment. They can be used to make an assessment both before the event (planning tool) and post-event (event evaluation). For post-event analysis, points should only be awarded if the relevant planning criteria, your targets, have actually been achieved.

### 3.3.1 General comments

The scoring system used in the following assessment criteria is based on the 5 event aspect and their CO<sub>2</sub> calculations from chapter 2. You can also score points for good environmental management. As we menti-

<sup>5</sup> See <http://www.naturemade.ch/>

<sup>6</sup> See <http://www.topten.ch/>

<sup>7</sup> See <http://www.ecosport.ch/> (information available in German and French)

oned in chapter 2.2, the CO<sub>2</sub> emissions produced by an event aspect largely depend on the size of the event. Each event size has therefore got its own table with an adapted scoring system.

This means that each event size has a maximum score of 100 points, but the points have been divided up differently between the event aspects depending on the event size. For transport, for example, there is a higher maximum point score awarded in a national event than a local event.

The tables include the most important tips from chapter 3.2. If you fulfil all of these criteria effectively, you can award yourself maximum points. Otherwise, depending on how many tips you have accomplished, you should give yourself fewer points or no points. Depending on your event, there may be other very important factors to consider. You can therefore use the «other measures taken» criteria to award yourself more points. You should not however score more than the maximum points available in each event aspect.

#### **Mark scheme**

##### **75-100 points:**

An exemplary event

##### **50-74 points:**

A good event. Potential to improve

##### **25-49 points:**

You could put a lot more effort into being environmentally friendly

##### **<24 points:**

Nothing in particular has been done towards protecting the environment

### 3.3.2 Assessment criteria for national events

	Max. points	My score
<b>Management: environmental policy and environmental officer</b>	<b>15</b>	
Environmental policy has been established	5	
Environmental policy is public	5	
There is an environmental officer on the organisation committee	5	
<b>Mobility/ transport</b>	<b>50</b>	
Venue is easily accessible by intercity public transport	10	
Venue is within walking distance of public transport (max. 500m)	10	
Participants are well informed about public transport, bike parking etc.	10	
High parking fees, no park and ride system	10	
Combination ticket (public transport ticket plus entry)	5	
Beginning and end of event is planned around train and bus timetables	5	
Other measures taken		
<b>Catering</b>	<b>20</b>	
Seasonal and regional products	5	
Vegetarian meals	5	
Organic products	5	
Drinks served from bulk containers / drinks mixed from concentrate	5	
Other measures taken		
<b>Waste</b>	<b>5</b>	
Returnable/reusable containers used	2	
Deposit system for reusable containers and plastic bottles	1	
Minimal catering waste	1	
Recycling bins back-stage	1	
Other measures taken		
<b>Printing/ advertising</b>	<b>5</b>	
Regional (national) printing companies used (transit journey)	2	
Minimize flyers	2	
Minimize printed handouts	1	
Other measures taken		
<b>Facilities/ energy usage</b>	<b>5</b>	
Certified green electricity supplier	2	
Room heating/cooling is kept to a minimum	1	
Energy-efficient devices and energy-saving light bulbs	1	
Lights and electronics turned off when not in use	1	
Other measures taken		
<b>Total</b>	<b>100</b>	

### 3.3.3 Assessment criteria for regional events

	Max. points	My score
<b>Management: environmental policy and environmental officer</b>	<b>10</b>	
Environmental policy has been established	4	
Environmental policy is public	3	
There is an environmental officer on the organisation committee	3	
<b>Mobility/ transport</b>	<b>30</b>	
Venue is within walking distance of public transport (max. 500m)	10	
High parking fees	10	
Participants are well informed about public transport, bike parking etc.	5	
Beginning and end of event is planned around train and bus timetables	5	
Other measures taken		
<b>Catering</b>	<b>30</b>	
Seasonal and regional products	10	
Vegetarian meals	10	
Organic products	5	
Drinks served from bulk containers / drinks mixed from concentrate	5	
Other measures taken		
<b>Waste</b>	<b>10</b>	
Returnable/reusable containers used	4	
Deposit system for reusable containers and plastic bottles	2	
Minimal catering waste	2	
Recycling bins back-stage	2	
Other measures taken		
<b>Printing/ advertising</b>	<b>10</b>	
Regional (national) printing companies used (transit journey)	4	
Minimize flyers	4	
Minimize printed handouts	2	
Other measures taken		
<b>Facilities/ energy usage</b>	<b>10</b>	
Certified green electricity supplier	3	
Room heating/cooling is kept to a minimum	3	
Energy-efficient devices and energy-saving light bulbs	2	
Lights and electronics turned off when not in use	2	
Other measures taken		
<b>Total</b>	<b>100</b>	

### 3.3.4 Assessment criteria for local events

	Max. points	My score
<b>Management: environmental policy and environmental officer</b>	<b>10</b>	
There is an environmental officer	4	
Environmental policy has been established	3	
Environmental policy is public	3	
<b>Mobility/ transport</b>	<b>10</b>	
Venue is within walking distance of public transport (max. 500m)	4	
Beginning and end of event is planned around train and bus timetables	4	
Parking fees	2	
Other measures taken		
<b>Catering</b>	<b>50</b>	
Seasonal and regional products	20	
Vegetarian meals	20	
Organic products	10	
Other measures taken		
<b>Waste</b>	<b>10</b>	
Returnable/reusable containers used	4	
Minimal catering waste	3	
Recycling bins	3	
Other measures taken		
<b>Printing/ advertising</b>	<b>10</b>	
Regional (national) printing companies used (transit journey)	4	
Minimize flyers	4	
Minimize printed handouts	2	
Other measures taken		
<b>Facilities/ energy usage</b>	<b>10</b>	
Room heating/cooling is kept to a minimum	5	
Lights and electronics turned off when not in use	5	
Other measures taken		
<b>Total</b>	<b>100</b>	



## 4. Resources and further information

### 4.1 Resources

#### 4.1.1 Guides, checklists

Ecosport (Swiss Olympic; DE/FR):  
[www.ecosport.ch](http://www.ecosport.ch)

IG clean events (DE/FR):  
[www.saubere-veranstaltung.ch](http://www.saubere-veranstaltung.ch)

Sustainable Sport and Event Toolkit (SSET; EN):  
[www.sustainable-sport.org](http://www.sustainable-sport.org)

Eco-friendly orienteering –  
 A guide to prize eco-orienteering (DE/FR):  
[www.swiss-orienteering.ch/de/downloads-listen/broschueren.html](http://www.swiss-orienteering.ch/de/downloads-listen/broschueren.html)

#### 4.1.2 Calculations

myclimate event calculator (DE/EN/FR):  
[www.myclimate.org/index.php?id=290&tx\\_myclimateframe\\_pi1\[type\]=event](http://www.myclimate.org/index.php?id=290&tx_myclimateframe_pi1[type]=event)

Trip calculator (DE/EN/FR/IT):  
[www.climatestewards.org/offset](http://www.climatestewards.org/offset)

Event-Scorecard.ch (DE/EN):  
[www.event-scorecard.ch](http://www.event-scorecard.ch)  
 (To compare scores from various events)

#### 4.1.3 Labels

[www.agreenerfestival.com](http://www.agreenerfestival.com) (EN):  
[www.agreenerfestival.com](http://www.agreenerfestival.com)

Green'n'clean Award (EN):  
[www.yourope.org](http://www.yourope.org)

#### 4.1.4 Various sources

Mobility plan for big events: InnoTix AG (DE/EN):  
[www.innotix.com](http://www.innotix.com)

Big events: Here are the environmental champions (WWF; DE/FR/IT):  
[www.wwf.ch/de/newsundservice/news/news/?1195](http://www.wwf.ch/de/newsundservice/news/news/?1195)

Certified green electricity (DE/EN/FR/IT):  
[www.naturemade.ch](http://www.naturemade.ch)

Energy efficient devices (DE/FR/IT):  
[www.topten.ch](http://www.topten.ch)

### 4.2 Contact us

For any questions please contact the AKU committee:

Dr. Werner Hässig, dipl. Masch. Ing. ETH  
[werner.haessig@sea-aku.ch](mailto:werner.haessig@sea-aku.ch)

Benjamin Marti, dipl. El. Ing. ETH,  
[benjamin.marti@sea-aku.ch](mailto:benjamin.marti@sea-aku.ch)

### 4.3 About us

The committee for Climate, Energy and Environment (AKU) is a competence centre specializing in climate change, energy and environment. We are a committee from the Swiss Evangelical Alliance SEA serving evangelical Christians across different church denominations and organisations. We offer conferences, information, motivation and networking. We also strive to give evangelical Christians a voice in the public sector.

For more information please visit:  
[www.sea-aku.ch](http://www.sea-aku.ch)



## Impressum

Passed from the Central Board of the  
Swiss Evangelical Alliance SEA

© SEA, mai 2010, translation 2017

### **Ordering address:**

SEA office, Josefstrasse 32, 8005 Zurich  
Tel. +41 (0)43 344 72 00, [info@each.ch](mailto:info@each.ch)

Free Download on [www.each.ch](http://www.each.ch)

