

Committee Action Tasks Worksheet

Event:

Event Date:

Location:

Committee Members/Event Team:

Which of the following focus areas will your committee set Green goals for your upcoming event:

Make sustainable choices related to food and food service items

Reduce waste in communications and event materials

Select sustainable housing choices for attendees

Build involvement and engage people engaged in the event about our green efforts

Encourage participants to use sustainable transportation

Make sustainable choices for how materials and goods are shipped to the event

Choose a venue that supports green efforts

Integrate the green features of my venue

Support my vendors in making the event green

What is your timeline for planning the event? Make note of important dates and deadlines.

What is your event budget? Do you have resources to help implement Green event goals?

What access to resources and additional partnerships are available in your area that can help with your Green Event Goals?

For each goal selected, complete the Committee Action Task tables below to help organize and plan your event.

Focus Area:			
Green Actions:	Responsible Person	Timeline	Comments/Costs/Etc.
Action 1:			
Action 2:			
Action 3:			
Action 4:			
Action 5:			

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