Step 6: Manage the Event Logistics

Health/Safety/Security7

Create your own list or use the templates provided, adjusting as needed.

| √ | HEALTH, SAFETY AND SECURITY – Items | Notes6, adapted |
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|  | 1. What healthy, eco-friendly options does the facility provide? For example:
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|  | * 1. Menus of healthy, environmentally-friendly and appealing food, incorporating local, seasonal and organically grown foods wherever possible (no preservatives on salad bar ingredients)
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|  | * 1. Markers that are nontoxic and unscented
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|  | * 1. Flipchart pads and handouts made of recycled paper
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|  | * 1. Beverages, condiments and other food items served in multiuse containers (such as pitchers and containers) rather than one-time, individual packages
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|  | * 1. Pitchers of water and glasses on tables instead of plastic bottles
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|  | * 1. Recyclable food and beverage packaging
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|  | * 1. Bins in the meeting rooms for recyclable materials
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|  | * 1. Reusable beverage mugs, glasses, cutlery, dishware, and linens—no disposable items such as paper napkins or cups
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|  | * 1. Notice about removing items such as nuts and scents due to allergies
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|  | * 1. Fair trade beverages
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|  | * 1. Leftover food donated to a local food bank or soup kitchen or composted
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|  | * 1. Directions for using public transit
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|  | * 1. Energy-efficient lighting
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|  | 1. How is room temperature controlled? Where are the lighting and heating controls? Can seating be arranged to avoid drafts?
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|  | 1. Can the facility recommend some interesting places where participants will feel comfortable getting some fresh air?
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|  | 1. How safe and secure is the location: can participants walk and drive safely?
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|  | 1. Where can people park their cars? Is the area lit and patrolled regularly?
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|  | 1. If safety is an issue, what type of security should we have in place for participants’ comfort?
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|  | 1. Will participants be able to leave belongings in the meeting room if away at lunch?
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|  | 1. For a multi-day session, is the room being used by anyone else in the evenings when we aren’t there? If not, can materials be left in the room?
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|  | 1. When are personnel available to open and to lock up the location, for example, at meals, breaks and end of day? Or are we able to lock the room up when we aren’t there?
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|  | 1. Will people not in our session be able to walk around near the rooms we are using?
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|  | 1. If breaks and lunch are in the hall outside the main room, how does the facility ensure that our supplies are not used by others?
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|  | 1. Other:
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