



## The Sustainable Event Certification – the 41 mandatory requirements

To achieve Greentime's Sustainable Event certification, organizers are required to respond YES to all 41 mandatory criteria (with a clear description of how each requirement is fulfilled), and to achieve at least 70% of the total possible score in the sustainability tool. Each criterion also includes a description of what must be achieved in order for it to be considered fulfilled.

### Organize

- **Lead and plan**

- 1) Do you have a sustainability coordinator for the event? (Please enter the name)
- 2) Does your event or organization have a current and communicated sustainability policy, or a document that describes why you work with sustainability? (Refer to or upload)
- 3) Have you ensured that staff and officials have been familiarized with the sustainability policy? (Describe how)
- 4) Have you identified the areas where you have the greatest opportunity to influence from a sustainability perspective? (Describe which areas you have identified and why)
- 5) Have you set measurable targets in at least three sustainability aspects that lead to improvement? (Describe what and how you measure)
- 6) Is the sustainability coordinator trained and qualified in sustainability? (Describe education and skills)

- **Sound economy**

- 1) Have you reviewed what you can borrow, rent or reuse from previous events instead of buying new ones? (Describe the actions)
- 2) Is there an established budget, calculation and return requirements for the event? (Describe the calculation and how you avoid large losses)

- **Working environment**

- 1) Do the people working at the event have collective agreements or similar conditions? (Describe the conditions that apply)
- 2) Do you have a plan for what to do if a key person for the event becomes ill or unavailable? (Describe the plan)
- 3) Are employees and officials equipped with good shoes and clothing suitable for conducting their tasks safely? (Describe tasks and equipment)
- 4) Do employees and officials receive sufficient food and drink to carry out their tasks? (Describe)

- **Communicate**

- 1) Are employees and officials aware of your sustainability work and can communicate your efforts? (Describe how you make them aware and how they can communicate)
- 2) Do you have easily accessible information on your website describing your sustainability work? (Link to or refer)

### Social

- **Gender equality**

- 1) Do people in decision-making positions have the competence to identify and deal with situations where discrimination based on sex, gender expression and sexuality occurs? (Describe skills)
- 2) Do you avoid sexualization and gender-stereotyped marketing? (Describe how you do this in your communication)

- **Availability**

- 1) Are those working during the event aware of where people with reduced mobility or orientation ability find necessary places such as parking spaces, hygiene rooms and pick-up points for transport services? (Describe how you ensure this)
- 2) Are there hygiene rooms adapted for people with reduced mobility or orientation disabilities? (Describe where they are located and how visitors can find them)



- **Diversity**
  - 1) Is there a range of food available that is suitable for people regardless of religion, ethnicity and/or other beliefs? (Describe the offer and the groups you are considering).
  
- **Safety & security**
  - 1) Do you follow the recommended number of people that can be accommodated in the venue or on the site? (Describe how you do this)
  - 2) Are there controlled fire appliances, functioning fire doors and unobstructed escape routes during the event? (Describe how you have ensured this)
  - 3) Do you have a routine for communicating evacuation plans and other safety information? (Describe how you communicate it)
  - 4) Is functional first aid equipment available during the event? (Describe)
  - 5) Is it possible for emergency vehicles to get to the event site quickly and easily without time-delaying obstacles? (Describe how you have ensured this)
  - 6) Is there a plan for your safety work with a clearly stated division and delegation of responsibilities? (Describe who is responsible)
  - 7) Is there adequate insurance for the event, staff and visitors? (Describe the insurance)
  
- **Health**
  - 1) Do you ensure that alcohol is served responsibly? (Describe how you ensure)
  - 2) Do you serve non-alcoholic alternatives except water? (Describe the options)
  - 3) Do you ensure that there are enough hygiene rooms based on the expected number of participants? (Describe how you calculated this and the number of hygiene rooms)

## Environment

- **Transport**
  - 1) Do you communicate to visitors how they can travel to and from the event in a climate-friendly way? (Describe the communication)
  - 2) As an organizer, do you have an internal travel policy that encourages more environmentally friendly travel? (Describe or upload)
  - 3) Have you carried out a climate impact analysis of the events emissions? (Show results in CO<sub>2</sub>)
  
- **Food & drinks**
  - 1) Do you offer vegetarian meals? (Describe what is offered)
  - 2) Do you only offer organic or fair trade coffee? (Prove by providing evidence(s))
  - 3) Do you ensure that food waste is kept to a minimum? (Describe how)
  
- **Goods & services**
  - 1) Are marketing and advertising campaigns primarily digital to avoid printing more than necessary? (Describe the marketing)
  
- **Waste**
  - 1) Do you analyze which fractions of waste will be generated and adapt your bins accordingly? (Describe how you do it)
  - 2) Is it possible for visitors to sort waste into at least three different fractions? (Describe which fractions and where sorting is possible)
  
- **Accommodation**
  - 1) Do you encourage visitors to stay in eco-labelled accommodation? (Describe how)
  
- **Chemicals**
  - 1) Are products used during the event for cleaning and tidying eco-labelled? (Describe)
  - 2) Is the soap used during the event eco-labelled? (Describe how you ensure this)