VENUE AND ACCOMMODATIONS

Vendor Questionnaire

[Organization name] is planning a conference / meeting to take place [date, year] for [number of] participants. With an ongoing goal to be as sustainable as possible, our organization seeks to work with venues that adhere to high environmental standards and promote sustainable practices on a daily basis. Please complete the following questionnaire to assist us in our selection process. Please provide back up and supporting documentation wherever possible (e.g. a copy of your sustainability policy).

1) Do you have a sustainability or environmental policy and / or program in place?

2) Do you have a sustainable purchasing policy and / or program?

3) Do you have a sustainability communication program for your staff and guests informing them of the sustainability aspects of your venue and do you encourage staff and guests to participate in your environmental efforts?

4) Are your staff trained on your sustainability program and related duties? Please describe how and how often this training occurs (e.g. staff are trained on the recycling system, and to shut blinds, turn off lights, and turn down the heat/air conditioning wen guest rooms and meeting rooms are vacant).

5) Has the building been certified as a green building, e.g. is it LEED or BOMA BESt certified? If not, what green building features have you incorporated into the facility?

6) Have the venue operations been certified by Green Key, Green Leaf, or other environmental certification system?

7) Can you help us quantify our environmental impacts by providing measurements of our energy consumption, waste generation and diversion, and other areas?

8) Does your facility have an energy efficiency program? Does that include turning off lighting and air conditioning when meeting, guest rooms and washrooms are not in use? Is it possible to regulate the temperature within the building? Is the building designed to maximize use of daylight (rooms and coffee, lunch and exhibition areas)? Is the building supplied with green energy? Please provide details.

9) Do you have a waste reduction program in place, including a comprehensive recycling collection system both in meeting and guest rooms? (For example, all waste produced at the venue / facility is separated (e.g. paper, plastic, metal, glass, organic, etc.) at source and well-marked bins are provided in participant, guest, and staff areas.) Do your guest rooms have dispensers for soaps, shampoos and lotions; do you donate un-used portions of amenities to charity? Do you only deliver newspapers to guest rooms if requested and not wrapped in plastic bags?

10) Do you have measures in place to reuse waste and surplus items, e.g. donating used linen, old furnishings / equipment or usable leftover food to charitable organizations?

11) For food and beverage, can you provide organic, local, seasonal, fair trade, vegetarian, sustainable seafood, nutritious content meals / options? Do you use bulk dispensers or reusable containers for beverages, food and condiments? Do you use reusable cutlery, dishware and linens?

12) Is there access to your facility by public transit or a hotel shuttle service from the airport and back from the downtown core? Does the venue have good access (ideally within walking distance) to the main public transport connections and town centre? Please provide details.

13) If you have a vehicle fleet or van, are they low emission or alternatively powered vehicles?

14) Do you have a water conservation program, including towel and linen reuse, low-flow fixtures and irrigation free landscaping? Please describe.

15) Do you minimize the use of harmful chemicals in cleaning and washing? Please elaborate on your laundry program and your eco-cleaning approach.

16) Do you have paperless office procedures (e.g. computerized contracting, confirmation, check-in procedures, etc.)?

17) Is your venue accessible to people with disabilities? Please describe accessibility features.