UNITED METHODIST WOMEN

Practical Planning Guide for Sustainable Meetings

General information about what to consider, links to relevant checklists, forms, and tip sheets
Dear UMW Meetings Planner:

How fantastic it is that you are reading this practical guide! We are excited to have you on board as part of a nationwide team working together to build truly sustainable practices into the many events that United Methodist Women plans. The sustainability program is organized around thirteen principles that United Methodist Women has been committed to for some time. This practical guide, however, is designed around the ways our organization generally plans events, including things like accommodations, centerpieces, registration, evaluations, purchasing and supplies, and child care standards, and it indicates which of the thirteen principles you might want to investigate further as you tackle each task. This guide helps you plan events with these thirteen vital principles in mind and provides helpful checklists to use with facilities as you’re working through the program. It is designed to help you gather the kinds of data you will need for the sustainability survey. This is filled with practical suggestions, but don’t forget to look at the resources online, including our United Methodist Social Principles, Bible studies, and even a way to look at the practice of sustainability through the Wesleyan quadrilateral.

The United Methodist Women Sustainability Survey is a profound tool that will help us measure and report our efforts to be sustainable around particular indicators. This is a tremendous opportunity to share the good news of United Methodist Women’s efforts to be the justice-seeking organization we know we are and to hold ourselves accountable in this time of economic and environmental transition.

This practical guide is arranged alphabetically following the checklist of planning team considerations you will need to have in order to fill out the sustainability survey.
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Accommodations and Other Facilities

In selecting facilities, including accommodations if needed, consider all thirteen of United Methodist Women’s “Be Just. Be Green” principles. Here are a few fundamental considerations to keep in mind:

- **Affordability**—How will the costs of the venue affect not only your planning team’s budget but the registration fee and possible accommodation charges for participants? How might you make this affordable for those without jobs or those who just do not have disposable income?

- **Accessibility**—Have you checked with the facilities manager about compliance with the Americans With Disability Act and verified with the accessibility checklist?

- **Healthy food and beverages**—Can food arrangements be geared toward offering the kind of healthy selections (including vegetarian/vegan options) with the low volume of packaging you want?

- **Well-being of participants**—Will participants feel safe and welcome? Are there places for meditation, places to get some exercise, places to see the outdoors, or to be outside in nature?

- **Just economic opportunities**—How well does the facility treat its workers and the community in which it operates? Is it just looking at its bottom line or is it aware that that is not the only indicator of successful venues?

- **Carbon footprint**—What are the facility’s actions regarding water usage, waste reduction, toxins, recycling, composting, grounds care, etc.? Is the facility tracking its energy usage and/or carbon footprint? Is the management of the facility concerned about its energy usage?

- **Local solidarity**—When we host a United Methodist Women event in a facility, we impact the maintenance and service staff in many ways. Consider how your event planning team might acknowledge their good service as part of your program.

✓ **Sample Checkpoints**

- Ask whomever manages the facility if the establishment has preexisting environmental practices. If so, find out what they are and how you can cooperate to make them effective within your event. Verify by using the “Checklist for Hotels and Retreat Centers.”

- Examine the heating and air-conditioning vents in a guest room and event rooms. Look for signs of dust and dirt, which will tell you whether the facility considers air quality a priority.

- Inquire about staff and management diversity—how reflective is it of the surrounding community?
• In hotels or other venues, evaluate how well staff is treated. Inquire if staff is unionized. In churches, consider the treatment of maintenance staff in the same way. Find out if the facility has recently been renovated. People with allergies, particularly those with chemical sensitivities, may find it difficult or impossible to participate in an event at a recently renovated site unless low- or nontoxic materials were used.

Resources

Many United Methodist camp and retreat center directors are leaders in sustainability for our church. These facilities may be an affordable, attractive option for your event! Here is a directory of U.S. options: www.gbod.org/lead-your-church/find-a-camp-or-retreat-center.

If you are considering the use of a college or university, ask them about their sustainability and labor justice efforts or look at their web pages. Many are working hard to be leaders in the field of sustainability. Do due diligence to make contact with university workers’ unions. Watch out for those universities and colleges working hard on sustainability but failing to provide a living wage or not allowing their workers to unionize.

A few hotel-based resources are available especially for planners seeking meeting space and/or guest rooms:

• **Green Hotels Global:** www.greenhotelsglobal.com.

• **Hilton's LightStay program:**

• **Starwood's Green Meetings:** www.starwoodhotels.com/promotions/landing.html?category=CORP_SUSTAINABLE.

• **Marriott's Green Meetings program:**
  www.marriott.com/meetings/greenmeetingsandevents.mi.

To check on labor conditions for hotels, visit **Hotel Worker's Rising:**
**Child Care**

Providing child care helps to create a more welcoming, inclusive event by enabling people who have child care responsibilities to participate. If you have the capacity to do appropriate related programming for children, this becomes a wonderful opportunity to nurture a next generation of United Methodist Women (and Men)!

See the “Multigenerational Inclusion” section of the website for important information on policies and procedures. Make sure you’re working in compliance with your conference’s safe sanctuary policy.

**Checkpoints**

- Always have at least two unrelated adults present with the children at all times.
- Protect children as much as possible from exposure to environmental contaminants. Because of their size and body weight, and their closer proximity to the floor or ground, children tend to ingest and be affected more by indoor and outdoor environmental contaminants such as pesticides and cleaning chemicals. Ask those who maintain the facility to tell you what they use to clean rugs and if the room has been treated for pests and with what chemical. One helpful step is to ask people to leave their shoes at the door of a day care room, thereby not spreading residues on the floor or carpet.
- Determine whether you can arrange for a diaper service for your child care area rather than ask everyone to supply disposable diapers—a major landfill problem.
- Look into having someone in the United Methodist Women leadership trained by the General Board of Discipleship Safe Sanctuaries program and adapt the training to United Methodist Women meetings for appropriate safety guidelines for child care.
United Methodist Women Best Practices for Child and Teen Care

We recommend that you check with your conference for their safe sanctuary policies regarding the care guidelines for children.

These could include:

• Child care providers provide two references from other child care experiences and responsibilities.
• Two unrelated adults are in the child care room at all times.
• Best practice is to do background checks for anyone working with children.
• United Methodist Women planning team takes steps to have two United Methodist Women members trained to understand the nature of abuse, to recognize the indicators of abuse, and know the protocol for reporting abuse.
• When young women are invited to an event, all staff and volunteers receive an orientation on child abuse as well as instruction on how to address this if it happens and, more important, how to prevent it from happening.

As United Methodist Women encourages the participation of teen women, it is important that at events sponsored by United Methodist Women all levels of the organization adhere to guidelines that will provide the most comfortable and safe space possible.

We recommend that you check in with your conference safe sanctuary guidelines and adhere to them.

We also recommend:

• A chaperone, as designated by her parent or guardian, be assigned to each young woman who participates in an event without her parent/guardian. Whether accompanied by a chaperone or parent, there may be times when the two will be in different places at the same time.
• At announcement time, all participants are invited to be our sisters’ keepers and to share together in the responsibility to make this event a safe environment for teens.
• If there is separate teen programming: There should be two adults in every meeting room. Please do not leave a teen woman alone in a meeting room if there is only one adult—stay so everyone can leave together. This is for the protection of both the teen and the adult leader.
• If you see questionable conduct or suspicious activity, please intervene for the young woman and then report such concerns to designated adults whose role is made public to all leadership in the event (study leaders, speakers, workshop leaders, and plenary leadership). Do not leave the situation unattended.
Any response should be determined by designated, Safe Sanctuary–certified United Methodist Women members in consultation with the young woman’s parent and/or chaperone and the young woman. Our life together should be a safe and life affirming one.

- It is helpful, up front, to make sure certain expectations are adhered to. We suggest you use a covenant such as the following in the registration materials for overnights for those from thirteen to eighteen years old and their parents.

- Any persons assigned as leaders for the teen/youth portion of this event should have received Safe Sanctuary training at their local church/conference/district or other and should have proof of a background check that is cleared by the designated child protection officer for this event.

**Sample Teen Covenant**

As a participant in this overnight event, I affirm my commitment to the well-being and safety of myself and others. I agree to remain on the site of this event unless I have been granted permission to leave by my adult chaperone/parent or appropriate United Methodist Women’s leadership and am accompanied by an adult chaperone/parent and at least one other adult. I will attend all scheduled activities, sessions, and meals. I will observe published curfews by being in my room and will not disturb others. I understand that anything considered illegal for minors (persons under eighteen) under civil law and criminal law applies to this event or meeting as well. I will obey all laws. And during this event, I will not use tobacco, illegal substances, or alcohol, nor will I possess any firearms, weapons, or fireworks. I will respect the equipment and property of others and care for the facility that we share.
Energy: Lighting, Heat, Air-conditioning, and Transportation

One of the biggest impacts any event can have on the environment and on humans is the energy it uses and where it gets that energy from (renewables versus fossil fuels). There are many ways that we use energy to conduct an event:

- Communications devices we use to plan the event.
- Transportation used in getting people to the event.
- Heating or air-conditioning and lights.
- Elevators and appliances used.
- Sound, audiovisual, and other event equipment.
- Electricity needed to pump water for bathrooms and the kitchen and the water treatment plants and pumping facilities that get it to the event.
- Production and transportation of our food.
- Production of any packaging, plastic bags, aluminum foil, and paper towels.
- Disposing of or recycling the waste created.

Historically, the search inside and outside the United States for sources of energy, such as coal, uranium, and petroleum, often has led to wars, cultural genocide, acts of economic imperialism, and tremendous environmental destruction. We participate in perpetuating this brokenness by not paying attention to energy use when we make decisions.

This thematic area offers your planning team tremendous potential in terms of having a significant practical impact and great educational possibilities.

See the “Carbon Footprint” section for more details on how to reduce some of these aspects of our events!
Equipment and Supplies

Consider how to minimize energy use, toxins used or created, paper, and waste when selecting equipment and supplies for your gathering. A few things to keep in mind:

✅ Checkpoints

- Use shredded wastepaper or cellulose peanuts instead of buying foam peanuts or plastic bubble wrap for packing and shipping items. If you have these shipping materials from a previous package, reuse them.
- Avoid dry-erase markers and dry-erase boards. Watch out for toxic magic markers. The fumes from both dry-erase and standard permanent markers can be bothersome, and disposal is a problem. Some people are allergic to these kinds of markers. Use nontoxic, water-based, fragrance-free markers or crayons. Chalk may be an alternative, although some people are allergic to chalk dust.
- Use white recycled paper whenever possible because it copies and recycles easier than colored paper. Make sure its chlorine-process-free paper! If at all possible, use soy-based inks in your printers.
- Do not use polystyrene.
- Do not use PVC piping—it is carcinogenic.
- Avoid plastic wrap (shrink wrap, plastic bags, plastic wrap for food, etc.).
- Use reusable name badges and try to eliminate plastic and ribbons.
- Toner cartridges from copying machines, printers and fax machines can be recycled. Inquire about recycling procedures if you rent or use this kind of equipment and will be changing the cartridges. There are nonprofits that sponsor this kind of recycling, and chain stores like Staples and Cartridge World accepts cartridges in return for a discount on a new cartridge or store credit.
- When renting equipment, ask if energy-efficient models are available.
Evaluations

Sometimes the planning team and participants are so exhausted or pressed for time that by the end of the gathering there is no time or energy left to reflect on what they’ve just experienced! This is an unfortunate mistake—for many reasons.

Why Are Evaluations Important?

• Creating a space and time for evaluations models an important spiritual discipline: self-reflection. This is an important antidote to the fast-paced, pressured culture of distraction and consumption that surrounds us.

• They help participants begin the process of digesting what they have been through and reflect on it before they forget or get distracted by other demands.

• Well-crafted evaluations can help reinforce participants’ learning.

• Participant evaluations provide planning team members with critical feedback. What worked? What didn’t? What sunk in, and what went over people’s heads? This data enables planning teams to be more effective and strategic in planning future events.

• Planning team evaluations bring needed closure for the team. They provide a time for celebrating what went well and the event’s positive impacts. They also provide a time and space for processing any feelings or problems that came up that need working through so the planning team can be in right relationship with one another and be on solid ground going forward.

Measuring Outcomes

Conducting evaluations and responding to the findings demonstrates to our members and the outside world that we take leadership accountability seriously.

We’re excited that our new “Be Just. Be Green” event process enables us to capture and compile performance data from our national events and our conference and jurisdictional events so we can do a much better job of telling each other what kind of social, economic, and environmental impact our events are having! To access the survey to record your efforts as a conference, there are some very key questions that must be asked on evaluations. We have included them in this section of this practical guide for planning meetings. But, do not limit the evaluation to only have those questions.
What Kind of Evaluation to Do?

There are many ways to provide for good evaluations. Consider the size and complexity of the event:

- Bigger, longer, and more involved events definitely require on-site paper evaluation for participants.
- Smaller and shorter gatherings may need only an on-site oral evaluation for participants.
- Planning team evaluations definitely need to be oral so team members can hear directly from one another.
- Participant evaluations should ask for feedback on the adequacy of key logistics (such as food, accommodations if relevant, participants’ ability to hear and see speakers), program content, process (factors such as outreach and publicity) and atmosphere (such as how welcomed and included participants felt).

For an event that is longer than one day, consider methods for taking “temperature checks” throughout the event:

- If you are doing written evaluations, provide breaks in the program to invite participants to complete the evaluation for the portion of the program they just experienced.
- Fun and simple ways for interim evaluations can also help reenergize the group. For smaller events, the facilitator could stop and ask participants to make a sound or a gesture expressing how they are feeling. For large events, the facilitator/moderator could ask people to shout out a word that expresses how they feel, or write one sentence on an index card that expresses their feelings, a concern or question they have at that point in the program, and turn it in to a comment box or the planning team. Remember, sometimes on some subject matter, confusion can be a part of the process, but people should definitely end a meeting with a clear example of how participants understand the purpose of the meeting for their own growth in understanding of issues, Christian activism, and experience of God.
- Another way to solicit ongoing feedback that can be popular is to create a comments board or graffiti wall in the registration area or another public space where participants can give anonymous ongoing feedback throughout an event, including suggestions for future gatherings. Be sure to deputize a planning team member to periodically review and report on the comments appearing there. You may need to change the paper periodically, or post a fresh question to solicit comments. A more high-tech way would be to welcome tweets or comments posted to the event’s Facebook page or Twitter account during the meeting.

Ideally, the planning team works with event leadership to address any major concerns or gaps in learning that have been identified through the “temperature check” process.
Exhibits, Displays, and Centerpieces

Exhibits, displays, and centerpieces can help create a sense of excitement for any gathering. They also can be an effective tool for educating participants—sometimes passively and sometimes in a more interactive fashion. This is where more creative planning team members can have their fun with event arrangements. If done well, this can be among the more memorable aspects of an event.

Paying attention to how decorations are handled is important because it brings several event-planning principles to bear, especially those related to paper, toxins, energy, waste, multi-generationalism, racial justice, and local solidarity. (See each of these sections for more details on how to maximize sustainability.)

Here are some goals to keep in mind:

• Strive to use nontoxic options in design and production.
• Strive for zero waste with respect to exhibits, displays, and centerpieces after the event is finished—give them away or reuse or recycle them.
• Consider how to use local materials—especially natural ones—and local stories and groups in your exhibits and centerpieces.
• Consider how you might promote one or more of the thirteen principles in the context of exhibits, displays, centerpieces, and any handouts or giveaway items.
**Checkpoints**

- Avoid foam core if possible, as it is a form of polystyrene. Use cardboard or poster board for displays instead. If using any kind of polystyrene display materials, keep reusing it rather than disposing it after the event.
- Avoid PVC piping. It is carcinogenic.
- In advance, locate a charity or mission agency that can use materials from the exhibit area after the event.
- Shipping of exhibits has a big impact. Ask for sustainable shipping options: See [www.epa.gov/smartway](http://www.epa.gov/smartway).
- Keep decorations simple. Use recyclable or reusable decorations.
- Design with the final end in mind. Think about what will happen to the display, exhibit or centerpiece after the event. Can you design it to minimize what will be thrown away? Can you make the text or images more generic so it can be reused? (For example, avoid specific reference to the event, location, and date for which the display was made.)
- Avoid plastics wherever possible. Where not, plan ahead for their reuse.
- When using flowers, live ones are better than artificial, and local, homegrown varieties are more ecological than out-of-season varieties flown in from far away. Potted plants are better than cut varieties. Justice concerns exist around flower growing. It’s good to check on and think about this before purchasing flowers.
- Don’t use balloons.
- If you are ordering carpet, make sure it contains recycled content, is reusable, and provided by a company that will take it back for recycling after the end of its useful life.
- Table tent cards during a meal offer an easy, low-cost way to educate about the environmental and social justice dimensions of some of the food served! Similar ones for event tables are handy ways to call participants attention to some feature of the event or local issue your arrangements are addressing.
Stories of Cleverly Designed Recyclable and Reusable Exhibits

Example 1: Designing an exhibit so that nothing is thrown away.

United Methodist Women (then called the Women’s Division) first tried this experiment with a large exhibit at its Global Gathering in 1997. The result was amazing!

The general exhibit area’s theme was children, and the goal of the Women’s Division display was to educate attendees about the contributions various United Methodist Women members and predecessor group members made to improve the welfare of children.

The environmentally friendly design strategy was to use “planting gardens” as the theme, as a symbol and metaphor for how Women’s Division was in mission. One side of the exhibit consisted of a series of actual gardens honoring the culture and ecosystem where a featured woman lived, with real plants, trees, garden furniture, etc.

In order to minimize the need for signage and to heighten the interactive nature of the exhibit, “tour guides” described each woman’s garden and contribution. This also was a more engaging way to bring the exhibit’s lessons home in a deeper, more meaningful fashion for Global Gathering participants.

A brick-lined path wound through the gardens to the other side where display tables held participatory activities and handouts on current children’s advocacy efforts. The few signs made were taken back to New York headquarters to be reused. There was no Astroturf in the area because we learned that the company supplying it was going to throw it away after the event.

Before the event, a local United Methodist woman found a charity interested in taking all the garden and building supplies—a local chapter of Habitat for Humanity. Everything was reused to landscape some of their inner-city homes. The Habitat volunteers dismantled the exhibit and devised some creative uses for what they found. For example, the Korean reflecting pool—a wooden frame and plastic liner—was turned into a sandbox for children at one home.

Example 2: Putting some justice into a standard meeting or event when there is no time in the program for it.

The table centerpieces at one business event were simple and graphic: two pitchers of water—one clean, the other obviously contaminated. (Nontoxic food dye, coffee grounds, and foamy hair mousse “polluted” the water.) A small tent card by the pitchers read: “Which is your future?”

A flier at each table gave brief information on water quality conditions and the racial justice connections along with details related to upcoming clean water legislation.

There was a pre-addressed postcard at each place setting. Participants were urged to write to their state representative about the upcoming legislation during a break and to leave the completed postcards on the table. The chair would collect them at the end of the event and send them. A clever and simple way to educate and advocate!
Giveaways, Hostess Gifts, and Promotional Items

Often people like to give small gifts or mementos at various events, provide “freebies” as incentives or to develop good public relations, or sell items to commemorate the event or to raise money. These gifts can range from something as simple as a plastic pen or refrigerator magnet to lavish door prizes. United Methodist Women members are famous for making and giving away “goodie bags” or “event survival kits.”

Do we stop to consider the social and environmental impact of our good intentions? Here are a few fundamental considerations to keep in mind:

- Can you offer something fun and meaningful that does not promote excess consumption or something that will not be thrown away?
- Can you promote justice and a healthy environment in the selection of the item or service you give away or sell?
- Can you offer a gift that is useful and that won’t end up in a landfill quickly?

✓ Checkpoints

- Think twice about freebies and giveaways or selling momentoos. Are they really necessary? Will it really enhance someone’s experience of the gathering? If it is a physical product, is it useful or merely decorative? Can it be recycled?
- Do not give or sell anything plastic or disposable. Instead, choose long-lasting items made from natural materials.
- Select useful items made by cooperatives or businesses that use more environmentally and socially responsible production methods.
- Watch packaging! Do you really need to put something in a plastic bag or individually wrap them?
- Consider alternative forms of providing mementos, like a ceremony or place where participants can exchange items/gifts they have made or brought.
- Consider asking local co-ops and socially conscious businesses to donate some products or services as giveaways, door prizes, or special thank-you gifts to planning team members. This has the advantage of also raising their visibility.

Resources

For organic, “sweat-free” t-shirts made by a women’s co-op: www.presbyterianmission.org/ministries/enough/sweat-free-t-shirts.

For sustainably grown and made products that benefit Ojibwa peoples, the White Earth Reservation, and its economic development projects: www.nativeharvest.com.
Stories of Clever Reusable, Compostable, Useful Gifts and Giveaways

Idea: Tie the theme of your gathering to the memento you want to provide.

Example 1: An event of women in agriculture let all participants choose a packet of seeds to use as a nametag. Women wrote their name on paper and stapled it to the packet. They used a straight pin to attach the packet to their clothing. Participants could then plant the seeds when they returned home, a fun and useful way to remember their time together. This also solved the “what to do with used nametags?” problem!

Example 2: The Southeast Jurisdiction of United Methodist Women gave each participant at their quadrennial event handmade beeswax candles. The Candles of Hope symbolized the event’s mission theme. They were made by a low-income women’s cooperative in their jurisdiction that provided job training and good wages to people struggling to improve their lives. Event planners worked with the co-op to develop a special paper box for the candles that was more environmentally sound than the plastic normally used. This had an added advantage of enabling the candles to be customized for the event while not adding to their cost.

Example 3: Participants in a strategic planning training event were encouraged to generate “bright ideas.” To drive home the point, they received a package of compact fluorescent light bulbs as a gift.

Idea: Have participants bring an item they already own to exchange as mementos, thus modeling responsible consumption and strengthening interpersonal, cross-cultural ties among participants.

Example 4: At an interfaith training, participants were asked to bring one of their own scarves to give away. At the closing ceremony, the closing meditation talked about all the uses for and symbolism behind scarves. Participants were invited to place the scarf they brought on the worship center. Later in the ceremony, participants came to the worship center and selected a different scarf to take home with them as a way of carrying back their memories and the specific spirit of another participant with whom to be in solidarity. (Participants had written prayers and tied them up in their scarves before placing them on the center.)

This also could be done with items such as tote bags, books, coffee mugs, refrigerator magnets, and recipes.
Idea: Give away or sell services rather than products as a way of modeling a less materialistic and more cooperative and environmentally sound way of giving.

Example 5: For door prizes or incentives at local events where people live near one another, collect offers of one to two hours of a free, special service that a local United Methodist Women would provide. (Write these on coupons your team makes.) These could be for such things as a car wash, lawn mowing, weeding the garden, walking the dog, babysitting, tutoring, fixing a drippy faucet, mending a piece of clothing, or baking and decorating a birthday cake.

Example 6: Give Gift to Mission cards or a subscription to response magazine rather than mementos!
Impact

United Methodist Women is “upping our game.” We want our events to have an even greater positive impact on those who attend them, the communities that host the gatherings, and the broader world around us. And we don’t want to settle for good intentions and vague hunches that we are having this kind of impact. We want to document that and share the good news!

How do we become more skilled in planning for positive outcomes and measuring them?

• Set, understand, and maintain certain standards—these are our thirteen “Be Just. Be Green” principles.

• Pull together event-planning teams that are committed to trying their best to implement the principles and to learning as they go along.

• Tap our jurisdictional guides and our online community to provide training and ongoing advice.

• Ask more questions of vendors we work with (hotels, restaurants, caterers, churches, conference centers, colleges, and universities, service suppliers, etc.).

• Take risks and experiment—invite vendors and participants to try something new that represents a step forward on the journey toward sustainability. We are creative and collaborative if a challenge crops up.

• Keep track of what we are doing every step of the way in order to document the who, how, why, what, how many, when, etc., of our arrangements. This allows us to learn from our successes and mistakes and keep improving. These notes are shared with future planning teams so we don’t “reinvent the wheel” but instead build on one another.

• Get smarter about what we ask in registration questions.

• Get smarter about how we do evaluations.

• Share our results with our jurisdictional guides.

• Challenge yourselves by filling out the event sustainability survey for every event at your conference level. This will help us track our progress as United Methodist Women in following our sustainability principles!

This is not an instant fix program—this is a long haul, as we gradually become better and better at integrating these principles into the very infrastructure of the organization. For a while, we just need to keep our hearts and hands to the tasks set before us. Measuring our realities will help us understand not only what we need to improve on but how working together really will impact the world around us.

To see the event sustainability survey, visit http://www.unitedmethodistwomen.org/sustainability/survey.
Location

Determining the general location for your event sets the tone and parameters for everything else you will decide and can make your job easier or more difficult in terms of implementing the thirteen principles. For our carbon footprint calculation, there is no more important decision than where an event will be held and whether the venue is willing and equipped to recycle, provide an energy bill, and uses renewable energy. Much of whether a venue can use renewable energy depends on its availability, which is often state governed. Having a venue that cares about social justice and about fair pay and equity for its workers is another way to have the support you need to genuinely plan a sustainable meeting. Also, however, notice the local environment and community in which you are considering or have located the event. How can you help participants enjoy it? How can you rejoice in how God is expressed in the people, both historically and in the present day, as well as the parts of creation that surround your event?

The following are some considerations to keep in mind. Transportation access:

- Choose a site that requires the least amount of travel for participants.
- Choose a site that has a good public transit system, if this is to be an “in-town” event.

Venue’s reputation for justice principles:

- Chose a site that has a good reputation for social equity, cultural diversity, and environmental protection or make part of the event a justice of the injustice that the city is known for.
- Consider a city or town with a college or university or camp/conference center known for its sustainability practices.
- Consider a state (if you have that option) that is increasing its supply of renewable energy.

Let the place itself speak!

Once you decide on a place that might be both sustainable and culturally inclusive, incorporate your specific location into the character of the gathering—pay attention to your surroundings. Find ways to celebrate the beauty of the ecosystem in which your event is occurring and the cultures of people around you in the worship, Bible studies, food, and/or entertainment. Many times you can incorporate the locale into the design or “feel” of an event.

✔ Checkpoints

- Check for areas of scenic beauty or historic or cultural interest nearby that would enhance the atmosphere of your event.
- Check the sustainability reputation of all potential locations. (See resources section for how to do this.)
• Consider the size and nature of your gathering to determine its environmental footprint. What kind of demands for water, energy, garbage disposal, and food will your event have? Is the location in an environmentally sensitive area where you might overtax the system or contribute to a situation of environmental injustice?

• Determine if any major pollution problems in the area would pose a health risk for some or all of the participants (e.g., severe air pollution or excessive heat). Check the scorecard.org site listed below under resources.

• Ask what the municipality does with its solid waste. Does it recycle? How rigorous and comprehensive is its recycling program? Waste can be a major social and environmental justice issue for many municipalities.

• Talk with local environmental and civil rights groups to get a feel for what is going on. (See “Local Solidarity” section for more details.) This will help you know whether to choose this destination and, if you do, how you might take best advantage of the local situation.

• Pay attention to the social relationships in the community with an eye to whom your event participants will be. Are there any local struggles or boycotts going on that might influence your final location decision? Check out www.hotelworkersrising.org and www.ethicalconsumer.org/boycotts.

Resources
• Hotel Workers Rising boycott list: www.hotelworkersrising.org/HotelGuide/boycott_list.php.

• Ethical Consumer list of consumer boycotts: http://www.ethicalconsumer.org/boycotts.

• To check on the sustainability practices of the potential city or town, see if it is a member of ICLEI www.icleiusa.org/library/documents/ICLEI_USA_Annual_Report_2010.pdf or a STAR community www.starcommunities.org/communities.

• To check on major sources of pollution and environmental conditions, type in the zip code and learn more at: www.scorecard.org.

• To check on local civil rights conditions, two national groups with broad networks that can be helpful with respect to African-American and Hispanic-American concerns are the NAACP and National Council of La Raza, respectively. Find a local NAACP office: www.naacc.org/pages/find-your-local-unit. Find affiliates of National Council of La Raza: www.nclr.org/index.php/nclr_affiliates/browse.

• Local United Methodist ministers and United Methodist Women National Mission Institution directors may also be helpful in this regard.
To Stay or to Go? Story of How One Denomination Handled a Boycott When Choosing an Event Location

A religious denomination holds a major national event every summer. Its event planners book hotels and convention center space four to six years in advance for this event. One year, many national organizations called for a boycott of the state where the event was to occur the following year. The boycott was called because of state and local officials’ treatment of Latino immigrants and citizens of Hispanic heritage. The denomination had a very strong policy position in support of immigrants’ rights.

The denomination had already put down large deposits that it would lose if it honored the boycott and pulled out. What to do? Some key leaders wanted to support the boycott. Others were worried about the financial implications. In the end, the decision was to hold the event as planned and to use it as a major advocacy opportunity.

A year out, event planners started working with national and immigrant rights groups in the state to identify the most helpful ways event participants could stand in solidarity with immigrants. They also started to plan for ways their local congregations could continue the solidarity actions long after the event was over. National leaders decided to cut the normal amount of time devoted to business and increase the amount of event time devoted to education and action.

One night, during the national event, participants engaged in a large public witness outside a holding facility for undocumented migrants, which garnered significant media attention. Another day, many event participants who spoke Spanish volunteered to assist local residents who wanted to apply for citizenship by giving them personal attention and help filling out forms. Leaders of statewide immigrant rights’ groups were given major plenary speaking slots. There were other ways the agenda focused on immigrants’ rights.

In the end, event participants felt it was the most inspiring, educational, and productive event of that type in the recent history of that denomination and asked that this new format become the norm!
Program

The program is the reason why you are planning an event, and, naturally, planning teams focus on making it as successful and memorable as they can. Several of United Methodist Women’s thirteen principles for sustainability—such as affordability, multigenerationalism, racial justice, and local solidarity—apply directly to decisions concerning planning teams, speakers, resource people, workshop topics and the pace and format of the schedule.

For maximum positive impact, all of the logistics need to work to support your program, reflecting the theme, goals, and values inherent in what and why you are doing what you are doing.

Take a moment to consider how some of the event arrangements can help reinforce or amplify the goal of your gathering. For example, if the program is going to be about hunger issues or immigration and you are serving a meal, then the food arrangements can be handled in a way to illustrate some of the causes or consequences of these concerns. Or if the program is about women’s health, you might take time to talk about why you used chlorine-process-free paper and where participants can get this. In this way, we give practical guideposts for the rich concerns we are addressing.

Most event and event participants don’t notice the logistics unless something goes wrong or they are unhappy for some reason. Generally, planning teams do not go out of their way to make people aware of all the decisions, concerns, and hopes of what lies behind the arrangements. So, this approach to aligning logistics with our thirteen principles and the program content might be new or unfamiliar to some participants. Practicing these just principles and talking about it within a meeting—how you planned and thought about it—could be a very exciting way to reinforce a way of life, behaviors that help others gain practices that they can do in their churches or in their workplace or family life.

Consider taking time during the program to highlight and explain one or a few of the arrangements, especially if they are new or different. Take time for a “teaching moment.” This will magnify your impact!

✔ Checkpoints

- Whether you are in an urban, suburban, or rural setting, in designing the program, help participants get more in touch with the beauty of God’s creation and its natural rhythms right in that area. This can subtly or dramatically improve people’s moods and the program outcomes. (See the “Well-being of Participants” section for more information.)

- Build into your program ways to learn about, celebrate, and support the surrounding community and its culture(s). (See “Local Solidarity” section for more information.)

- Review all thirteen principles and their objectives early on as a complete planning team. Which ones relate to your event’s specific theme and goals? Which ones relate to your unit, district, conference, or jurisdiction’s longer-term goals? How can you make some of your arrangements “teach” and “preach”? 

United Methodist Women

FAITH • HOPE • LOVE IN ACTION
Registration

How much effort you expend to publicize and recruit attendees depends on the size and scale of your event. These efforts need to link with registration procedures, which, again, may be simple or more formal and elaborate depending on what you are planning.

Registration has two aspects. One is in advance of the event—how people let the planning team know they are coming and whether they have special needs. The second relates to the on-site process the team uses for welcoming and checking in attendees.

Advance Registration

Advance registration helps teams gather important information in order to make the event go smoothly, meet the needs of participants, and achieve various inclusion goals like accessibility, affordability, and racial justice. Consider having multiple ways people can register (online, by mail or fax, etc.) to maximize the inclusiveness of the event.

Conduct research early to identify any site-specific or participant-specific concerns that need to be advertised before people come to the event (water scarcity or the need to be fragrance free, different abilities, special diets, etc.). If there will be pre-registration materials, include this information in them. Avoid having people feel caught off-guard and unprepared.

Consider having people bring their own nametag and cup/mug/water bottle (even their place setting). Encourage attendees to bring reusable food containers in order to take home food if there will be food served.

It is important to make sure your outreach and publicity “synchs” with registration information and questions. For example, if you have a photo of a young mom and children in the publicity materials but forget to include a question about child care needs in the registration form, you may inadvertently be sending mixed messages.

On-site Registration and Welcome

Who and how you welcome attendees on-site sends an important early signal. A friendly, warm welcome to each individual can make all the difference in making someone feel included and in building community.

Especially for large events, use your advance registration results to help guide your registration table staffing decisions. Be prepared for having volunteers who speak relevant languages (including American Sign Language), a young adult, an accessibility advocate, etc., to reflect the diversity you are striving for among the participants. Often there are many registration tasks, so a hospitality task force can help you truly welcome those who are new to United Methodist Women or even new to a particular facility. Check that the entry to the facility where you are holding the event and the on-site check-in space are accessible.

For larger events, the on-site check-in or registration area may also be a space where participants can learn about event arrangements such as waste and recycling, food options, child care, etc.

Don’t forget about the need to use reusable nametags!
Service (Ubuntu) Opportunities and Justice Tours

“We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.” —Martin Luther King, Jr.

Want to make an event memorable? To create excitement and inspiration for being a United Methodist Women member? Include a service opportunity and/or a justice tour in the program. In fact, some of our most successful events are nothing but this!

Service Opportunities

Service opportunities each provide a hands-on experience where event participants are providing some sort of charitable and/or justice-related action that meets the needs of a local community group, as determined by that group. Ideally, these enable United Methodist Women members to work side by side with members of the group. In some instances, service actions can promote justice, such as a local immigrant rights group asking visitors to help local immigrants with the paperwork to apply for citizenship.

Justice Tours

Justice tours enable event attendees to learn about a reality they may not be aware of and see it through the eyes, hands, and voices of those who are organizing to address the injustice they feel. This may involve walking through a neighborhood or rural area with a community organizer or members of a community group hearing their stories and observations, touring certain facilities and then debriefing with a local group afterward, or a narrated bus or van tour.

Ubuntu

With honest preparation and a desire to understand, with real love of Christ, the highest-quality service and justice tours can challenge us all in powerful ways. Rather than reinforcing that there are some who “have” and some who “have not,” and the “haves” thinking they know what the “have-nots” need and can fix it, service opportunities and justice tours should and must challenge these ways of thinking.

In the moments in which we come into another’s community, it’s essential that before we do anything, before we even believe we can “help,” we stop and listen to the community itself. In this way, we will both give and receive in a way that helps us bring forth an encounter in mutuality (ubuntu). In these encounters, we might expect the following:

• Recognition of different (rather than hierarchical) strengths and weaknesses.
• Recognition of different (rather than hierarchical) cultural, religious, theological, and spiritual assumptions, different values and ideologies.

These challenges to our categories and assumptions are a methodology for powerful spiritual growth. Allowing for another to influence our lives through storytelling and love is essential for working together across differences of class, race, age, and nationality.
When we work together, we will develop new questions, new perspectives on the love of God, new practices around methodologies for inclusive community, and new understandings of how injustice infects the world around us and all of our relations. This kind of conversation and listening may help us begin to challenge more significantly our own lifestyles and ideologies, and we may find ourselves needing to transform our own destructive behaviors—even when we thought we were the ones who were “better off.”

We are excited that so many United Methodist Women desire to be in service to others and to go on ubuntu tours. To begin planning one, please review the following principles:

- Local Solidarity
- Racial Justice
- Accessibility

**Checkpoints**

- Review the related planning principles above for more ideas and guidance on things to keep in mind.
- Do you already have ties with one or more local groups? If so, start there. If not, make some calls and preliminary visits to get to know what’s happening locally and what different community groups are thinking and doing already.
- Don’t guess what the greatest need is. And don’t assume you know based on an earlier experience. Situations can change rapidly and differ from community to community. You want current information and analysis on which to base your planning. You may want to talk to one or more local pastors as well for ideas and guidance.
- Remember, multiple viewpoints are likely. You want to acknowledge and take into consideration different views and approaches as you plan your service project or tour. You may end up focusing on one perspective and group (or not), but you need to do a little investigating and sifting before you can make this decision.
- Any service or advocacy ideas need to come from the local group(s) because they will know best what is needed and appropriate for the situation. You may be surprised that what is identified as a priority is something you had not considered!
- Many community groups, particularly those representing people of modest economic means, often do not have large budgets. Asking them to provide staff and/or volunteer time to lead a tour or otherwise help your group may represent a big demand on their time and/or budget. Add a line in your event budget for honoraria for volunteers and staff and/or a donation to the organization(s) you are visiting.
- As you are making plans for the ubuntu action or justice tour, ask the local group(s) whether United Methodist Women members might take photos or videos. Depending on the situation, photos or videos may or may not be appropriate. It is best to know this in advance so you can let everyone know before the event.
- Make sure following the event of solidarity, you formally evaluate with any partners and organizers the effectiveness of your work together.
Here are our evaluation questions in our survey around local solidarity:

- Partners evaluated that the women participating need to have more training before engaging with the community or concern.
- Partners evaluated that they were able to share their hopes and concerns for the experience with the women engaged in the mission/action.
- Partners evaluated the experience that women participating were sensitive and seemed aware of the issue.
- Partners evaluated that the event was very positive for all involved and contributed to the needs addressed.
- Partners evaluated that the event was very positive for all involved and contributed to addressing the root cause of the concern.
- We engaged partners but did not evaluate post event.
Transportation

In considering how participants will get to your event as well as any local transport arrangements, consider the following goals:

• Minimize the carbon emissions of your participants. You might want to measure the number of miles traveled by the whole group (using carpools, mass transit, and fuel efficient cars then would help lower the carbon footprint). You could also work to minimize the number of miles traveled to a meeting divided by the number of persons who came and see if you can minimize emissions per participant over time.

• Minimize the use of non-renewable fuels and the pollution created in making and using them for transport.

• Promote affordability, which can be done in a way that also achieves environmental benefits through ride sharing, advocating for public transportation options, etc.

• Promote economic equity through patronizing women- and minority-owned transportation companies.

Be sure to review the following six sustainability principles and planning considerations that relate to transportation plans:

• Accessibility
• Affordability
• Carbon Footprint
• Energy Use
• Just Economic Opportunities
• Racial Justice

Figure: CO₂ emitted per 100 miles in different forms of transportation.
Source: Adapted from Union of Concerned Scientists, Cooler, Smarter (Island Press: 2011).
Checkpoints

• Try to locate the gathering in an area accessible via mass transportation and provide this information in registration materials and other forms of advance publicity. The ease and cost of transportation arrangements can affect who decides to participate. Consider the needs of those who have the most transportation difficulties when arranging for a site.

• Consider whether renting a bus or van might meet all or some of the participants’ transport needs and thereby reduce the number of cars driven to the event. If you rent a bus or a van, ask for the most fuel-efficient equipment and ensure that drivers are trained in environmentally and socially responsible practices.

• Arrange for car or taxi pools to and from airports, train and bus stations, if possible.

• If driving is absolutely necessary, encourage carpooling in all publicity. Include a question on registration forms asking whether someone needs or can provide transportation.

• Advertise environmentally preferable transportation options in advance of the event. Consider lowering registration fees to those who use them (like carpooling, taking a bus or train).

• For large events, create a ride-share board (physically or electronically) to help people make energy-saving travel arrangements in advance and during the event (for return trips).

• Wheelchairs and motorized scooters are a form of transportation. Is the site appropriately accessible? Consider local transportation needs related to making your total program accessible.

• If your gathering is large, consider creating a transportation coordinator or committee to assist with arranging cooperative, more environmentally sound, affordable, and accessible arrangements.

• Identify transportation coordinators with a special nametag, badge, or sticker for easier identification during the event.

• When relevant, be sure to solicit feedback on transportation in the evaluation.
Evaluating Your Impact

Sustainability Survey

We are interested not only in asking one another to implement the practices in this guide but to measure our impact and our improvement. This is serious accountability and yet more than that—it can inspire us to further and further commitments.

Track National United Methodist Women Progress

United Methodist Women’s national office believes in “walking the talk,” so we’ll be measuring and evaluating our conformity to the thirteen principles. Look forward to events like Assembly, Mission u, Leadership Development Days, National Seminar, etc.

We are very excited about the new capacities this will give us. The online survey will enable us to quantify certain outcomes and to gather stories about the qualitative impacts of our events that we can share with you! We’ll be posting this material in this section of the website and providing the highlights in our annual report.

Once we perfect our system and get comfortable with it, we’ll be providing trainings and orientations so that you can use it as well. Our long-term hope and plan is that within a decade we’ll have United Methodist Women at all levels of our organization—from local units on up—contributing to filling in a beautiful picture of what we are doing and the impact of all our events.

Our hunch is that as we hear from more and more United Methodist Women members through this reporting mechanism, we all will be even more and more inspired! We know that United Methodist Women can be a very powerful force for good. Let’s see what we can do together!
Helpful Tools & Resources

- Monterey Bay Seafood Watch: [http://www.mbayaq.org/cr/SeafoodWatch.asp](http://www.mbayaq.org/cr/SeafoodWatch.asp)
- Feeding America (North America food bank locator) [http://feedingamerica.org/foodbank-results.aspx](http://feedingamerica.org/foodbank-results.aspx)
- World Job and Food Bank (international food bank locator) [http://www.wjfb.org/projects_category.htm#Food%20Banks](http://www.wjfb.org/projects_category.htm#Food%20Banks)

Fast Facts:

**Sustainable menus can be cost effective.** Sometimes providing local-organic menus is a balancing act: look for cost savings that will help you invest in sustainable options. Caterers report saving up to 50 – 62% by providing condiments in bulk (MeetGreen, 2007). In 2006 the Vancouver Trade and Convention Centre provided a ‘from scratch’ menu using only fresh, unpackaged ingredients to the World Urban Forum 3, resulting in 5% savings on produce costs (The Globe Foundation).

**Save your cup, save the planet.** By reusing their water bottles for one year UMW attendees can avoid pounds of emissions.

**Organic menus at non-organic prices.** The United States Green Building Council and Unitarian Universalist Association successfully stipulate in contracts that a minimum of 25% of food and beverage will be sourced sustainably at no additional cost. This means organic food sourced within 100 miles of the meeting facility!
13 First Steps to Sustainability

**Principle 1: Accessibility**  
http://www.unitedmethodistwomen.org/1-Accessibility

**Principle 2: Affordability**  
http://www.unitedmethodistwomen.org/2-Affordability

**Principle 3: Carbon Footprint**  
http://www.unitedmethodistwomen.org/3-CarbonFootprint

**Principle 4: Healthy Food and Beverages**  
http://www.unitedmethodistwomen.org/4-HealthyFood

**Principle 5: Just Economic Opportunities**  
http://www.unitedmethodistwomen.org/5-EconomicJustice

**Principle 6: Local Solidarity**  
http://www.unitedmethodistwomen.org/6-LocalSolidarity

**Principle 7: Multigenerational Inclusion**  
http://www.unitedmethodistwomen.org/7-Multigenerational

**Principle 8: Paper Use**  
http://www.unitedmethodistwomen.org/8-PaperUse

**Principle 9: Racial Justice**  
http://www.unitedmethodistwomen.org/9-RacialJustice

**Principle 10: Toxin Reduction**  
http://www.unitedmethodistwomen.org/10-ToxinReduction

**Principle 11: Waste Reduction**  
http://www.unitedmethodistwomen.org/11-WasteReduction

**Principle 12: Water Use**  
http://www.unitedmethodistwomen.org/12-WaterUse

**Principle 13: Well-being of Participants**  
http://www.unitedmethodistwomen.org/13-WellBeing
Useful Checklists and Guidelines
Planning Team Guidelines to Conform to Sustainability Survey

This checklist will make it easier for your event-planning team to successfully fill out the United Methodist Women Sustainability Survey.

Planning Team Checklist

RACIAL JUSTICE
Racial justice goals are set at the beginning of planning an event along with specific ways you are going to work to implement them. See instructions and possibilities in the materials listed under the Racial Justice principle on the web at www.unitedmethodist-women.org/sustainability.

Interpretation is discussed as an important racial justice action and participants are asked for their interpretation needs on the registration form.

ACCESSIBILITY
There is an intentional effort to be inclusive of those with disabilities.

Instruction and possibilities are available on the website to help make this a reality for those who happen to have a disability.

AFFORDABILITY
Financial support, reduced-cost options, and car pools are provided for those who are otherwise unable to afford attendance. Making sure that participants don’t need a credit card to check into a hotel or other facility is also an important consideration. See more under the Affordability principle on the web.

MULTIGENERATIONALISM
Adult leadership, babysitters, etc. are all trained in safe chaperone policy according to the standards of your conference. See instructions and possibilities on the web.

Any publicity and pictures created should work to have a variety of ages and cultures of women featured in them.

MINIMIZING OF WASTE
There is time in the schedule for participants to be trained in the specific venue’s recycling processes for plastic, cardboard, grease, and other biodegradable materials. Instructions should be made in line with the regulations of garbage haulers and township in which the event happens (alongside the venue’s understanding).
HEALTHY FOOD AND BEVERAGES
Planning team organizes a “food justice, healthy food and beverage” program moment.
Planning team makes sure that special dietary needs is are indicated in the registration materials.

WELL-BEING OF PARTICIPANTS
Schedule is planned with breaks, informal fellowship included.
Compassionate listeners are trained and available for those going through hard times. A quiet, meditative place is provided for prayer and meditation.

Questions for the Venue (see also “Checklist for Hotels and Retreat Centers” under “Accommodations”)

REDUCTION OF CARBON FOOTPRINT
Before choosing a venue, the state in which the event takes place is checked for its renewable energy commitment. If there are two states or three states in a conference, the venue can be chosen based upon this very important fact. See http://energy.gov/maps/renewable-energy-production-state for guidance.
Venue is asked whether they can lower the heat to 68 degrees and raise the air-conditioning to 78 degrees.
Audiovisual persons and the venue are asked whether they use energy efficient lighting and sound equipment.

JUST ECONOMIC OPPORTUNITIES
Venue is asked for the equal opportunity demographics around age, gender, and race in management versus service jobs, work or safety complaints in the past five years, and current union status and negotiations.
Venue and vendors are asked about union representation.
Purchases are sought out from vendors that are owned by women, minorities, or worker coops.

REDUCTION OF WATER USE
Venue is asked whether it has a water conservation plan in place that might include a towel and sheet reuse program, low-flow-water showerheads, toilets, and faucets. Water fountains allow for the filling of water bottles.
REDUCTION OF TOXINS
Venue is asked for information on cleaning products and their toxicity. Venue is also asked about the use of organic or non-organic fertilizers and other chemicals.

REDUCTION OF WASTE:
Venue provides for recycling, composting, and grease capture and recycling and is willing to measure the quantity of these items (approximately!) by counting the number of bags of waste, recyclables, and compost collected.

Questions for Food and Other Vendors Plus Procurement Questions

JUST ECONOMIC OPPORTUNITIES
Vendors are chosen based on principles of economic justice. Special preference is given to unionized, women- and/or minority-owned, and/or cooperative businesses. There’s a question on the survey about how much was spent in these unionized, minority-owned, cooperative businesses.

Organizers and their vendors use fair trade coffee and tea.

HEALTHY FOOD AND BEVERAGES
Food vendors can deliver on locally sourced, organic, non-GMO, vegan and vegetarian choices.

Food vendors offer the possibility of fairly grown food. (See “Healthy Food and Beverages” section on the web for resources that provide updates about the latest boycotts).

Other

REDUCTION OF WASTE
Organizers plan on using consistent size of waste bags/containers so that at the end of the event, estimates can be made on the amount of waste going to a landfill, recycling, composting, and donations. A system is put into place to do this at the venue!

HEALTHY FOOD AND BEVERAGE and JUST ECONOMIC OPPORTUNITIES and REDUCTION OF CARBON FOOTPRINT
Organizers create a good, teachable moment around food (energy use in different foods, locally sourced farmer’s vision, vegan diet versus eating meat, CO2 emissions, etc.).

BEST USE OF PAPER
Organizers take efforts to minimize use of paper and keep track of how many sheets/pages they use. They use chlorine-process-free paper and paper that is made from 30 to 100 percent recycled paper.
Checklist for Hotels and Retreat Centers

- Visual Guest Room Check
  - Recycling bins in room.
  - Lights turn off when people are not in room.
  - Room sensors.
  - Energy efficient lights used.
  - Linen and towel reuse notice with clear, visible instructions.
  - Amenity dispensers.
  - Coffee service—no polystyrene, fair trade coffee, reusable ceramics.
  - Cups—glassware or recyclable.
  - Presence of low-flow fixtures, ability to turn off dual shower heads.
  - ADA compliance (if applicable).

- Visual Hallway/Service Area Check
  - Recycling container on housekeeping carts.
  - Recycling containers in stewarding areas, elevator landings and/or back docks, appropriately signed with no contamination.
  - Eco-labels on cleaning solutions (note “Eco-Lab” is not an eco-label).
  - Eco-labels on bathroom tissue.
  - Bag/container for donated amenities.
  - Newspaper delivery.

- Visual Lobby Check
  - Recycling containers in public areas.
  - Efficient lighting.
  - Coffee bar—no polystyrene or non-recyclable plastics.
  - ADA compliance.

- Digging Deeper
  - What is standard practice to change linens (e.g., third night or on checkout)?
  - What is standard practice to change out amenities (e.g., provide backup bottle daily, remove only if empty or checked out)?
  - If amenities are donated, who receives them (get contact)?
    - If recycling bins are not visible, where is it happening?
  - What materials are recycled?
  - What is recycling diversion on average? Who hauls recyclables?
  - What is practice with newspaper delivery?
  - Is HVAC seasonally adjusted for energy efficiency? How?

Source: MeetGreen
Accessibility Checklist

The following checklist is intended to help you identify common accessibility issues at your meeting. It is by no means an exhaustive list, but intended to help proactively accommodate for those with varying levels of physical ability.

Access into and within buildings

☐ Safe, well-lit and accessible entry for wheelchairs, scooters, and walkers, including push-button doors with handles at lower heights
☐ Check for ramps that are non-slip and not steep in slope
☐ Available hand rails on ramps and steps
☐ Level surfaces free of cobbles
☐ Check that customer service areas have wheelchair access through a continuous line of travel
☐ Elevators with enough room for wheelchairs and scooters, with buttons at chair-level with Braille signage.
☐ Adapted washrooms with wide doors, grab bar
☐ Table/chair arrangements should not be fixed and have wheelchair clearance
☐ All access should be dignified

Transport

☐ Wheelchair accessible parking/drop off close to entries

Information/Signage

☐ Information and services available in alternate formats (Braille, sign language)
☐ Signage available in alternate formats, with high contrast (large print, Braille, no use of red and green together)

Guest rooms

☐ Desks at wheelchair level with clearance underneath
☐ Adequate room to maneuver wheelchairs/scooters
☐ Roll-in showers
☐ Accessible amenities such as coffee service, irons/ironing boards, soaps/shampoo (at chair-height)
☐ Auditory assistance devices for phones, entertainment
☐ Audio-visual includes consideration of captioning

Food & Beverage

☐ Accessible banquet lines/buffets
☐ Cups with handles
☐ Waiter service
Visual Concessions/Food Bar Checklist

- Packaging
  - Minimal?
  - Renewable (paper-based)?
  - Compostable?

- Condiments
- Packaged?
- Bulk
- Dispensers?
- Serviceware (utensils, cups, glasses, plates, bowls)
  - Reusable?
  - Made of renewable resources (paper-based)?
  - Compostable?
  - Polystyrene, foam plastics or black plastic?

- Labeling
- Fair trade?
- Local?
- Organic?
- Vegetarian?
- Vegan?
- Kosher?
- Sustainable seafood?
- Linens/napkins
  - Reuseable?
  - Recycled content?
  - Compostable?

- Waste management
  - Recycling?
  - Composting?
  - Clear signage?
Food and Beverage: Making Fresh, Healthy, Sustainable Food Choices

Please consider implementing the following sustainable food & beverage practices for your event:

- Provide china and linen service, or if this is not possible, use compostable or biodegradable service-ware. Avoid polystyrene and #6 plastics if at all possible.
- Serve juice, water, ice tea and hot beverages in pitchers, urns or coolers, not individual containers or bottles.
- Serve condiments such as jam, jelly, sauces, sugar and cream in bulk (exception: serve sugar substitutes in individual servings).
- Do not pre-fill water glasses at a banquet meal.
- Avoid pre-plating sit-down meals.
- Donate any left over un-served food to a local food bank.
- Use cloth napkins whenever possible. Use coasters instead of cocktail napkins. If paper napkins are necessary use ones that contain post-consumer recycled paper. 30% post-consumer content is a good minimum guideline to follow.
- Use re-usable, edible or living decorations rather than disposable ones.
- Use fair trade, shade grown coffee.
- Purchase any seafood according to the “Good” or “Best Alternative” choices under a sustainable fisheries program in your area (see resources).
- Compost prep food, table scraps and compostable serviceware.
- Try to maximize local and certified organic food in your menus. The definition of local food is within a 100 mile radius of your event.
- Request the caterer to use environmentally responsible cleaning products for kitchens, if they do not already.
- Reduce food waste by providing accurate guarantees based on realistic attendance estimates and reasonable portion sizes.
- Provide vegetarian, vegan and special meal requests for those who have unique dietary needs.
Sample Language for Request for Proposal or Contract Proposals

Insert the following in your request for proposal or contract preamble:

At United Methodist Women, our values inform our purchases.

United Methodist Women, through its thousands of meetings across the United States and its extension into the global community, works for justice and sustainability through compassionate service and advocacy to change unfair policies and systems and provides educational experiences that lead to personal change in order to change the world.

In its business contracting, the following statements guide our selection of venues, sites, facilities, caterers, exhibitors, and vendors:

• United Methodist Women supports union labor and a fair wage for hospitality industry workers.

• We seek venues and businesses that have a multicultural community committed to antiracism and anti-oppression.

• We seek venues and businesses that demonstrate diversity in all levels of employment, including upper management.

• We seek accessible hotels, universities, camps, conference centers, colleges and churches that feature accessibility and those that are in full compliance with ADA regulations.

• We seek sites, exhibitors, vendors, businesses, and caterers that demonstrate a commitment to the environment through energy, fuel, and water conservation and waste reduction.

• We seek to support those facilities and businesses that can offer low-cost housing and food options for those attendees whose attendance depends on the economic accessibility of the host venues.

• We do not utilize labor hiring and contracting processes that infringe on the human rights of others or involve the use of slave or child labor or engage in other forms of human trafficking, nor do we employ subcontractors or vendors that do so.

• We seek those venues, businesses and services that are Equal Employment Opportunity certified. After discussion with the vendor/venue, if you put the above into the contract themselves you will ensure a better result.

But, you will want to verify the venue/vendors efforts with some of the other checklists in this guide:

• Accessibility checklist

• Food and beverage checklist

• Accommodations’ centers checklist
Evaluation Form Question for the Sustainability Survey

Multigenerationalism

Please indicate age range:

13–17 years
18–25 years
26–35 years
36–49 years
50–69 years
70–79 years
80 plus years

Did you feel satisfied that your needs were met at this event? (To be analyzed by age groups.)
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Carbon Footprint

Did you travel by bus, car, carpool, train, or air? (circle answer)
Approximately how many miles did you travel? _____________________________

Were you the driver of a carpool to this UMW event? (yes/no) If so, how many
UMW participants did you drive to this event? _______________________________

Overall Questions

United Methodist Women has committed to measuring our practices around thirteen core principles/values:

1. Accessibility
2. Affordability
3. Carbon footprint
4. Healthy food and beverages
5. Just economic opportunities
6. Local solidarity
7. Multigenerational inclusion
8. Paper use
9. Racial justice
10. Toxin reduction
11. Waste reduction
12. Water use
13. Well-being of participants
Were you aware that event organizers were taking steps to practice our principles in how we plan this event? (yes/no for all thirteen values)

Were you aware of the following specific principles in practice at [name of event]? (yes/no)

List specific actions that your conference meeting followed through on at the meeting you’re evaluating (e.g., handicapped accessible venue, making sure women had time to stretch every two hours, making sure healthy food was served, inclusion of age or racially or culturally diverse leadership, recycling efforts, use of recycled paper, reduction of the use of paper—you’ll have to tell them why they don’t have a fourteen-page booklet!)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How important is it to you that we plan this event in a sustainable, responsible manner according to the principles/values above? (Rating scale in which 1 = very unimportant, 2 = unimportant, 3 = ok, 4 = important, and 5 = very important.)

Were you satisfied with the sustainability practices we implemented at this event? (Rating scale in which 1 = very unimportant, 2 = unimportant, 3 = ok, 4 = important, and 5 = very important.)

How well did you feel we implemented the following thirteen principles (Rating scale in which 1 = not very well, 2 = not well, 3 = ok, 4 = well, 5 = very well.)

1. Accessibility
2. Affordability
3. Carbon footprint
4. Healthy food and beverages
5. Just economic opportunities
6. Local solidarity
7. Multigenerational inclusion
8. Paper use
9. Racial justice
10. Toxin reduction
11. Waste reduction
12. Water use
13. Well-being of participants
Registration Form Questions for the Completion of the Sustainability Survey

If you have any accessibility requirements in order to participate in this event, please note them in the space below and a meeting organizer will contact you to discuss your requirements further.

Would you like a ride to this event? ___________________ (We will make every effort to accommodate this request.)

Are you willing to be the driver of a carpool to this event? ________________

Are you in need of a scholarship or reduced registration fee to this event? ________________

Please indicate your age range: (Question 5, Multigenerationalism, on the survey.)
13–17 years
18–25 years
26–35 years
36–49 years
50–69 years
70–79 years
80 plus years

Are you in need of child care? (yes/no)

Do you have any special dietary needs? __________________________

Would you benefit from interpretation at this event (and, if so, in which language)? __________________________

NOTE: United Methodist Women members are highly encouraged to bring their own water bottles (utensils, nametags?) to every event.

NOTE: Because your participation in this event and the event venue has emitted carbon into the atmosphere, would you contribute $5.00 to the Carbon Fund? This fund will be used to support women’s projects in communities most affected by climate change. If so, please send to the designated person in your conference or to United Methodist Women Office of the Treasurer, 475 Riverside Drive, 15th Floor, New York, NY 10015.

In addition, United Methodist Women Covenant for Teen Women is to be included in all registration materials to teen women.
Where to Go For Help

Hit a snag? Want to share an insight or a great idea? Need some more technical advice? We’ve got your back!

Visit the Website

More detailed explanations and event planning materials will be constantly updated and in dialogue with constituency and with staff on www.unitedmethodistwomen.org/sustainability.

Advice and Guidance

We have a pool of United Methodist Women national staff and volunteer leaders available to answer questions:

- Check our calendar for periodic “Be Just. Be Green” webinars! These are free. They require you to have a computer with Skype or a telephone for the audio. You can also participate by phone without computer access.
- Contact your jurisdictional “Be Just. Be Green” guide. She will have the most specific information and advice geared toward your geographic area. She also can answer more general questions about the thirteen principles and be available for group coaching, presentations, etc.

Other Useful Contacts

- For a national listing of sustainable products and service providers vetted by the nonprofit Green America, see their “Green Pages” directory: www.greenpages.org.
- To learn about environmental conditions where you live, find your nearest regional EPA office, and/or get contact information for your state’s environmental agency visit: www.epa.gov/epahome/whereyoulive.htm.
- To connect with environmental justice organizations and researchers in your area, consult this directory for leads: meldi.snre.umich.edu/ej_orgs.

To tap into a network of United Methodist volunteers interested in these issues, contact:

- Sustainable Event Alliance: sustainable-event-alliance.org/about/join.
Members UMW Sustainable Events Survey

Welcome and Congratulations!

Your planning team has decided that social and environmental sustainability is worth the time and effort. Thank you for taking the time and energy to care!

Thank you for joining UMW in their nationwide effort to measure the implementation of our sustainable events program! Don't forget to review some important items on the webpages of www.unitedmethodistwomen.org/environment under the 13 Steps to Sustainability before you attempt to fill out this survey! You will need to plan to include some specific questions and requests in contracts, registration and evaluations in order to have the data to fill this survey out and participate in the power of the program. You can skip through each principle if you have not worked on them. However, we are hoping that in five years, we will have conferences who have chosen to work on this program able to fill out the whole survey. The webpages are very helpful and the Practical Planning Guide contains some useful checklists, registration and evaluation questions as well as contract language for your venues that can help you plan a truly sustainable event. If you have trouble finding these resources or questions, comments, suggestions about this survey, please contact kstone@unitedmethodistwomen.org. Thanking you again for this good work for care of our earth and well being of her communities.
Members UMW Sustainable Events Survey

1. Full Name of your Event

2. Location for your event
Type of Facility
(Church, Retreat Center, Hotel)

3. Start date of your event

4. How long was this event
1/2 day or less
One day
Two days
Three days
More than three days

5. How many participants attended your event
1-25
26-50
51-100
101-175
176-250
251-400
Other (please specify)

6. Your contact name in case we have questions
7. Your email in case we have questions

8. Please indicate the category of your event

- [ ] Conference Annual Meeting
- [ ] Conference Spiritual Growth Event
- [ ] Conference Mission U Event
- [ ] Conference Legislative Days
- [ ] District UMW Event
- [ ] Local Church UMW Event
- [ ] National Leadership Development Event
- [ ] National UMW Mission U Event
- [ ] National UMW UBUNTU Event
- [ ] National UMW Voices Event
- [ ] National UMW Seminar
- [ ] UMW Assembly
- [ ] UMW Board Meeting
- [ ] UMW PAG Meeting

Other (please specify)
UMW aspires to design events that are deeply satisfying for participants, that promote their total well-being.

* 9. We want to participate by answering questions regarding the WELL BEING PRINCIPLE

- [ ] Yes
- [ ] Not at this time
Members UMW Sustainable Events Survey

WELLBEING

10. We provided the following participant well being practices

☐ We scheduled a stretch break every 90 minutes
☐ We scheduled time for informal fellowship
☐ We provided "compassionate listeners"
☐ We provided a quiet meditation/prayer space for participants
☐ Other (please specify)

11. For overnight events, did your program include the following

☐ outdoor activities
☐ activities that involve attendees in local ecology or the local history in a way that deepens participants' understanding and appreciation of where they are meeting.
☐ local exercise options

Other (please specify)
Members UMW Sustainable Events Survey

PRINCIPLE 2: RACIAL JUSTICE

UMW aspires to promote racial justice and multiculturalism in society and an experience of loving, respectful and just relationships across racial, ethnic and cultural differences for event participants.

* 12. We want to participate by answering questions regarding the RACIAL JUSTICE Principle

☐ Yes
☐ Not at this time
13. Planning team created racial justice goals and set a specific plan for leadership and participants to meet those goals
   - Yes
   - No

14. Please indicate if your event included the following racial justice practices
   - Team has intentionally reached out to diverse communities of UMW for their leadership on the planning team
   - Registration asked for interpretation needs of registrants
   - Interpretation was provided
   - Other (please specify)

15. Help us understand the greatest challenge in meeting your racial justice goals
Members UMW Sustainable Events Survey

PRINCIPLE 3: ACCESSIBILITY

UMW aspires to create events that are accessible and enjoyable for people with all kinds of abilities.

* 16. We want to participate by answering question regarding the ACCESSIBILITY principle
   
   - [ ] Yes
   - [ ] Not at this time
17. Please indicate if your event implemented any of the following accessibility practices

- Meeting Venue complies with the Americans With Disabilities Act
- Accessible Seating Spaces Provided
- Large Print Materials and pre-event web materials are provided for those who indicated they needed them in registration materials
- We provided a sight companion because we had participant(s) who had difficulty seeing
- We provided sign language interpretation, or closed captioning or assisted listening devices because we had participant(s) who had difficulty hearing
- Other (please specify)
Members UMW Sustainable Events Survey

PRINCIPLE 4: AFFORDABILITY

UMW aspires to design events that are affordable for all.

* 18. We want to participate by answering questions regarding the AFFORDABILITY principle

☐ Yes

☐ Not at this time
19. Please indicate if your event implemented any of the following affordability practices.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Lodging was not provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low cost housing options were provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight venue does not need participant to have a credit card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. Number of participants who received financial assistance to attend event

21. Event planners helped participants car pool or use public transportation to venue

- Yes
- No
Members UMW Sustainable Events Survey

PRINCIPLE 5: MULTIGENERATIONALISM

UMW works to ensure that meetings meet the needs of and are inclusive of women of all ages

* 22. We want to participate by answering questions regarding the MULTIGENERATIONALISM principle

- [ ] Yes
- [ ] Not at this time
23. For the sake of evaluation of the event by age group, participants disclosed age by range.

- [ ] In Registration Forms
- [ ] In Evaluation Forms
- [ ] We did not disclose age

24. Please indicate if your event implemented any of the following practices

- [ ] If you used pictures, communication materials depict women of all ages and family types
- [ ] Request for childcare was made available in registration materials and provided, if needed
- [ ] Conference guidelines for safe sanctuary were sought out and followed for childcare
- [ ] Conference guidelines for safe sanctuary were sought out and followed for adult who worked with teens
- [ ] Event planning team received orientation in ensuring safe inclusion for people of all ages

25. Number of participants who are from 13-17 years old


26. Did young women (18-35) comprise 15% of your

<table>
<thead>
<tr>
<th></th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
<tbody>
<tr>
<td>planning team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>speakers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>participants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other leadership</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you checked, "Other leadership", please explain


27. Did 75% of women in the following age ranges feel their needs were appropriately met (based upon specific questions from post event evaluation)

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Yes</th>
<th>No</th>
<th>Evaluation Form did not ask for this information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age 13-17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age 18-25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age 26-35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age 36-49</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age 50-69</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age 70-79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80 Plus years</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Members UMW Sustainable Events Survey

PRINCIPLE 6: LOCAL SOLIDARITY

UMW honors the natural beauty, history and culture as well as the struggles toward wholeness present in the location where the event occurs.

* 28. We want to participate by answering questions regarding the LOCAL SOLIDARITY principle

☐ Yes
☐ Not at this time
Members UMW Sustainable Events Survey

29. Please indicate if your event implemented any of the following local solidarity practices.

☐ Planning Team Created local solidarity goals and sought out partners and activities to better understand the local conditions where event was held (This would include conversations with national mission institutions, the justice and compassion concerns of people in the surrounding vicinity)

☐ Program contained a meaningful component honoring the natural beauty, history and/or local culture of the event location.

☐ We did other solidarity actions with the area surrounding the event

Please explain other solidarity actions

30. Program did some action to help participants minimize their environmental impact

☐ encouraged participants to reduce waste (bring water bottle, mugs, minimized disposables)

☐ encouraged participants to reduce energy (turn down air conditioning and heat and lights)

☐ encouraged participants to car pool or use public transportation in registration materials

31. Please indicate the number of UMW engaging in local advocacy, public witness or justice tours during this event. (if 0, enter 0)

32. Please indicate the number of UMW engaging in local service/Ubuntu activities during this event. (if 0, enter 0)

33. Please indicate local partner’s evaluation of UMW involvement (this should come from formal post event evaluation with partners)

☐ Partners evaluated that the women participating need to have more training before engaging with the community or concern

☐ Partners evaluated that they were able to share their hopes and concerns for the experience with the women engaged in the mission/action

☐ Partners evaluated the experience that women participating were sensitive and seemed aware of the issues

☐ Partners evaluated that the event was very positive for all involved and contributed to the needs addressed.

☐ Partners evaluated that the event was very positive for all involved and contributed to addressing the root cause of the concern

☐ We engaged partners but did not evaluate post event
34. Local partner felt that UMW action helped all understand the struggle for justice and built or strengthened bridges across differences. (this should be in formal post event evaluation with the partners)

- Yes
- No
- We did not evaluate post event
* 35. We want to participate by answering questions regarding the JUST ECONOMIC OPPORTUNITIES principle

- [ ] Yes
- [ ] Not at this time
Members UMW Sustainable Events Survey

PRINCIPLE 7: JUST ECONOMIC OPPORTUNITIES

UMW promotes healthy local economies and fair working conditions everywhere.

36. **We served Fair Trade Coffee and Tea**
- Yes
- No
- We didn’t serve coffee or tea

37. **Were you able to secure the following information from prospective venues and vendors:** (this can be asked of any venue, including Churches, retreat centers, universities, hotels, conference centers)

<table>
<thead>
<tr>
<th>Demographic information about management and workforce including racial ethnic identity, sex, pay scale and employment category</th>
<th>Not Requested</th>
<th>Requested but not Received</th>
<th>Requested and Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![ ]</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Written documentation related to corporate Equal Employment Opportunity Commission (EEOC) policies the venue and vendors’ success at fulfilling vision of inclusion in their management and workforce</th>
<th>Not Requested</th>
<th>Requested but not Received</th>
<th>Requested and Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![ ]</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equal Employment Opportunity Commission (EEOC) complaints within the last five years.</th>
<th>Not Requested</th>
<th>Requested but not Received</th>
<th>Requested and Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![ ]</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current union representation including status of any agreements.</th>
<th>Not Requested</th>
<th>Requested but not Received</th>
<th>Requested and Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![ ]</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workplace health and safety complaints and how they are being resolved.</th>
<th>Not Requested</th>
<th>Requested but not Received</th>
<th>Requested and Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>![ ]</td>
<td>![ ]</td>
<td>![ ]</td>
</tr>
</tbody>
</table>
38. The following participants were asked to sign an agreement specifying they do not benefit or engage in child labor, human trafficking or slave labor. (see practical planning guide for UMW guidelines)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
<th>Did not ask for UMW guidelines to be signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caterer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

39. Contracts with vendors included a labor dispute notification requirement, allowing UMW to cancel without penalty in case of a labor dispute (see sample language in practical planning guide)

- [ ] Yes
- [ ] No
- [ ] Did not contract

40. Event organizers screened the following parties using boycott websites recommended in the "be just. be green." webpages (see just economic opportunities webpage for screening websites)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Not applicable (because they were not part of the event)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caterers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

41. USD$ value of business done with unionized companies

42. USD$ value of business done with women owned enterprises

43. USD$ of business done with minority owned businesses

44. USD$ of business done with coops or worker owned business
* 45. We want to participate by answering questions regarding the CONSERVE WATER principle

- [ ] Yes
- [ ] Not at this time
Members UMW Sustainable Events Survey

PRINCIPLE 8: CONSERVE WATER

UMW events minimize water use.

46. Were you able to promote water conservation by requesting and/or implementing the following practices with vendors:

<table>
<thead>
<tr>
<th></th>
<th>Not requested but implemented</th>
<th>Requested but not implemented</th>
<th>Requested and implemented</th>
<th>Not Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fountains, Large pitchers or water coolers were used instead of individual water bottles</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>All attendees were encouraged to bring their own water bottle</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Event venue has a water conservation plan in place and can demonstrate their progress conserving water use</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

47. Linen and Towel reuse program provided in hotels

☐ Yes
☐ No
☐ Not applicable
48. We want to participate by answering questions regarding the MINIMIZE WASTE principle

- Yes
- Not at this time
Members UMW Sustainable Events Survey

PRINCIPLE 9: MINIMIZE WASTE

UMW will reduce waste going into landfills through careful purchasing and promoting reduction, reuse, recycling and composting.

49. Were you able to promote waste reduction by requesting and/or implementing the following practices with vendors:

<table>
<thead>
<tr>
<th>Practice</th>
<th>Not requested but implemented</th>
<th>Requested but not implemented</th>
<th>Requested and implemented</th>
<th>Not requested or implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>We were able to recycle plastic, metal, glass and paper/cardboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We Composted our food waste</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We Recycled our grease from kitchens.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We used reusable dishware.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We used compostable or recyclable disposables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

50. # of gallons of landfill per participant (# of bags you threw in dumpster x gallon volume of bag, divided by # of participants) - if you did not measure, leave blank

51. # of gallons of compost collected

52. Please indicate if you were able to implement the following waste reducing practices

<table>
<thead>
<tr>
<th>Practice</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>We offered a reuse option for handouts, materials and boxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Our exhibitors, vendors, caterers received instructions on waste reduction (where to put waste) strategies before the event</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMW displays were designed to be reused</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
53. We donated our leftover food to an organization or individuals who could use it

- Yes
- No, we threw it away
- We had no leftover food
54. *We want to participate in answering question regarding the MINIMIZE TOXIC SUBSTANCES principle*

- [ ] Yes
- [ ] Not at this time
Members UMW Sustainable Events Survey

PRINCIPLE 10: MINIMIZE TOXIC SUBSTANCES

UMW will promote the health of event participants, workers and communities affected by event arrangements through choosing non-or least-toxic products and services.

55. Were you able to ask your venue for the following:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Yes, it is in contract and they are adhering to our request</th>
</tr>
</thead>
<tbody>
<tr>
<td>We asked venue whether they used non-toxic cleaning supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We asked venue whether they used least or non-toxic pest management practices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We asked venue about its grounds care practices and minimizing their use of non organic pesticides and fertilizers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* 56. We want to participate by answering questions regarding the REDUCTION OF CARBON FOOTPRINT principle

☐ Yes

☐ Not at this time
Members UMW Sustainable Events Survey

PRINCIPLE 11: REDUCTION OF CARBON FOOTPRINT

UMW will reduce its carbon footprint

57. Were you able to promote carbon footprint reduction by requesting and/or implementing the following practices with venues and vendors:

<table>
<thead>
<tr>
<th>Practice</th>
<th>Not requested</th>
<th>Not requested but implemented</th>
<th>Requested but not implemented</th>
<th>Requested and implemented</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Venue uses energy efficient lighting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Venue has energy efficient operating practices.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotels (if different than venue) use energy efficient lighting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotels (if different than venue) have energy efficient operating practices.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio visual vendors provide energy efficient lighting.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Audio visual vendors provide energy efficient projection.</td>
<td></td>
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<tr>
<td>Audio visual vendors provide energy efficient sound technology.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

58. Please indicate if you were able to implement the following carbon reduction practices.

<table>
<thead>
<tr>
<th>Practice</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning team offered carbon-reducing transportation options such as ride-shares, public transit and shuttle buses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMW Carbon Fund contribution option provided in registration.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
59. Where possible, we considered a state’s renewable energy generation in our choice of venue (see http://energy.gov/maps/renewable-energy-production-state)

- Yes
- No
- We are a one state conference

60. We requested that the air conditioning be set at 78 degrees or the heat be set at 68 degrees for this event

- Yes
- No
- Not applicable

61. We are able to provide a registration list including home city/states for all attendees in order to calculate our travel footprint for this event

- Yes
- No

62. The venue we chose is voluntarily purchasing some of its energy supply from renewable energy suppliers

- Yes
- No
- Don't know
* 63. We want to participate by answering questions regarding the HEALTHY FOOD and BEVERAGE principle

- [ ] Yes
- [ ] Not at this time
**Members UMW Sustainable Events Survey**

**PRINCIPLE 12: HEALTHY FOOD AND BEVERAGE**

UMW will seek to serve healthy food and beverages

64. **Were you able to promote healthy food options by requesting and/or implementing the following practices with vendors:**

<table>
<thead>
<tr>
<th></th>
<th>Not requested</th>
<th>Not requested but implemented</th>
<th>Requested but not implemented</th>
<th>Requested and implemented</th>
<th>Not possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>We were able to provide at least one menu selection that was locally-grown (within 250 miles), seasonally and climatically-appropriate.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>We were able to use Certified organic food products where possible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>We were able to provide non-GMO food products</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No endangered, threatened or at risk species were served</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

65. **Please indicate if you were able to implement the following healthy food practices.**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration form includes a question about dietary needs/preferences.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of local restaurants that provide organic, vegetarian, vegan, local, culturally-appropriate options for &quot;on own&quot; meals was provided for events that do not provide all meals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food selections were reviewed for labor disputes or campaigns (see the healthy food and beverage section of UMW website)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
66. If food was part of this event, was a food solidarity action or experience provided, such as a "teachable eating moment"?

- Yes
- No
- No food was served
67. We want to participate by answering questions regarding the LOWEST IMPACT USE OF PAPER principle

- Yes
- Not at this event
Members UMW Sustainable Events Survey

PRINCIPLE 13: LOWEST IMPACT USE OF PAPER

UMW will minimize use of paper and when paper products are used, select more environmentally friendly options.

68. Please indicate if you were able to implement the following practices

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Sometimes</th>
<th>Don't know</th>
</tr>
</thead>
<tbody>
<tr>
<td>We used at least 30% post-consumer recycled content paper for UMW produced materials.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>We printed double-sided</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We used chlorine-free paper</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>We projected our program</td>
<td></td>
<td></td>
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</tbody>
</table>

The following questions will enable you to see how many pieces of paper you used during this particular UMW event. Paper programs are often simply thrown out at the end of a program. Handouts are often lost or buried beneath piles of resources. Paper production is environmentally destructive. The use of water and toxic chemicals quite excessive in its manufacturing. Recycling also uses power and water. Projecting the program (especially if using renewable energy) and providing a link to it on a website for those who wish to download is much better use of resources and care of land, and is infinitely better for the communities around paper industry, recycling facilities or landfills.

69. Number of pages in a single UMW program

70. Number of pieces of paper used to print handouts (other than programs)

FROM ATTENDEE EVALUATIONS
We strongly recommend that you ask for attendee feedback using a participant evaluation form to gauge the importance, awareness and satisfaction with your principled approach to planning. A template for recommended evaluation questions to complete this section is found in the Practical Planning Guide document found at unitedmethodistwomen.org/environment.

The following questions require that you've asked specific questions of your participants that are located in the "Practical Planning Guide" "evaluation" section

* 71. We asked specific questions about participants satisfaction with the 13 steps to sustainability
   
   ☐ Yes
   ☐ Not at this time
72. Overall, what percentage of event participants were AWARE of responsible and sustainable event practices at the event?

percentage AWARE
not requested

73. Overall, how did attendees rate the IMPORTANCE of sustainable and responsible event planning practices?

Percentage who thought sustainable and responsible event practices IMPORTANT
Not requested

The following questions require that each principle be evaluated separately re: participants satisfaction. 1 = very dissatisfied and 5= very satisfied and an average score is put in this box (add up all scores and divide by the number of those who answered the question)

74. How did attendees rate their SATISFACTION with the Well-being principle?

Average rating
Not requested

75. Overall, how did attendees rate their SATISFACTION with sustainable and responsible event planning practices?

Percentage SATISFIED with sustainable and responsible event planning
Not requested

76. Overall, how did attendees rate their SATISFACTION with how the RACIAL JUSTICE principle was addressed?

Average rating
Not requested

77. Overall, how did attendees rate their SATISFACTION with how the ACCESSIBILITY principle was addressed?

Average rating:
Not requested
78. Overall, how did attendees rate their SATISFACTION with how the AFFORDABILITY principle was addressed?

Average rating
Not requested

79. Overall, how did attendees rate their SATISFACTION with how the MULTI-GENERATIONAL principle was addressed?

Average rating
Not requested

80. Overall, how did attendees rate their SATISFACTION with how the LOCAL SOLIDARITY principle was addressed?

Average rating
Not requested

81. Overall, how did attendees rate their SATISFACTION with how the JUST ECONOMIC OPPORTUNITIES principle was addressed?

Average rating
Not requested

82. Overall, how did attendees rate their SATISFACTION with how the WATER CONSERVATION principle was addressed?

Average rating
Not requested

83. Overall, how did attendees rate their SATISFACTION with how the WASTE MINIMIZATION principle was addressed?

Average rating
Not requested

84. Overall, how did attendees rate their SATISFACTION with how the TOXIC SUBSTANCE MINIMIZATION principle was addressed?

Average rating
Not requested
85. Overall, how did attendees rate their SATISFACTION with how the CARBON FOOTPRINT principle was addressed?

Average rating
Not requested

86. Overall, how did attendees rate their SATISFACTION with how the HEALTHY FOOD principle was addressed?

Average rating
Not requested

87. Overall, how did attendees rate their SATISFACTION with how the LOW IMPACT PAPER USE principle was addressed?

Average rating
Not requested
**88. NEARLY DONE!**
We appreciate your feedback about your sustainable event planning experience!
Please rate your level of agreement with the following statements (1=strongly disagree, 5=strongly agree).*

**Required**

<table>
<thead>
<tr>
<th></th>
<th>Strongly disagree</th>
<th>disagree</th>
<th>neutral</th>
<th>agree</th>
<th>strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The web guidance was helpful in planning my responsible and</td>
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<tr>
<td>sustainable event.</td>
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<tr>
<td>My jurisdictional guide was helpful in planning my sustainable</td>
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<tr>
<td>event.</td>
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<tr>
<td>Planning a responsible and sustainable event is difficult.</td>
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<tr>
<td>Planning a responsible and sustainable event is more</td>
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<tr>
<td>expensive.</td>
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<tr>
<td>I would attempt to plan a responsible and sustainable event in</td>
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<tr>
<td>the future.</td>
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</tbody>
</table>

89. Please share any constructive comments that might improve the UMW sustainable event program.


90. Did you implement a unique sustainable or responsible event program or practice you would like to share with us and other planning teams?

