

## CHECKLIST FOR ORGANISING A SUSTAINABLE EVENT

The events organised by the Finnish Olympic Committee on its own or in cooperation with other parties represent its values:

**Together** – with courage

**Joy** – not too seriously

**Respect** – individually & inclusively

**Accountability** – with integrity

**Excellence** – effectively with ambition

This checklist has been prepared to serve as an appendix to the Finnish Olympic Committee's Sustainability Compass and an instructional document aimed at personnel. The terms and conditions related to event organisation within the framework of the Sustainability Compass have been compiled in these instructions.

The instructions apply to all events organised by the Finnish Olympic Committee. The checklist items are categorised as mandatory (M) or recommended (R).

### ECONOMIC EFFICIENCY

*Decisions on invitations to any of our organisation's significant events which cost more than €100/person are made by the secretary general.*

*For information on procedures for procurements valued at less or more than €7,000, please see the social responsibility compass.*

*We organise our meetings and events in a purposeful and cost-conscious manner, in accordance with all appropriate procurement practices.*

<b>CHECKLIST – ECONOMY AND ADMINISTRATION</b>		<b>OK</b>
<b>M</b>	We conduct price comparisons for procurements below EUR 7,000. A price comparison is carried out when an individual procurement for an event is less than €7,000.	
<b>M</b>	We arrange competitive tendering for procurements exceeding EUR 7,000. A competitive bidding process is organised when an individual procurement (such as product or communication) is less than €7,000.	
<b>M</b>	No event-related work tasks that are equivalent to paid work are assigned to volunteers. Suitable voluntary work include service tasks and light administrative duties, for example.	
<b>M</b>	Event volunteers are cared for in accordance with the applicable legislation in good practices.	

## SOCIAL RESPONSIBILITY

*We invest in availability, accessibility and remote participation opportunities. We pay special attention to the diversity of participants, speakers and performers.*

<b>CHECKLIST – EQUALITY</b>		<b>OK</b>
<b>M</b>	The event venue is accessible to those with physical disabilities.	
<b>M</b>	The event is open to everyone, irrespective of their age, gender or ethnic or religious background.	
<b>M</b>	The special needs of the participants are enquired at the registration stage (possible special diets and other special needs in the registration form, for example).	
<b>M</b>	The participants' special diets are taken into account in the catering arrangements.	
<b>M</b>	The performers and speakers at the event represent both genders.	
<b>M</b>	Open discussion is enabled at the event.	
<b>R</b>	The performers and speakers represent society and various views in a diverse manner.	
<b>R</b>	The possibility of taking part in the event remotely is provided.	
<b>R</b>	Interpretation services are arranged for the event as necessary.	
<b>R</b>	The space features an induction loop and the speakers use a microphone.	
<b>R</b>	The ways in which people with differing physical capabilities can participate are considered in the planning of activities.	
<b>R</b>	As a general rule, a participation fee will not be collected from the personal assistants required by any participants.	
<b>R</b>	Feedback is collected on the event and processed.	

## ECOLOGICAL RESPONSIBILITY

*The events we organise that are significant in size (more than 2,000 participants) adhere to the EcoCompass standards. Public transport access or joint transport is ensured for all events, and efforts are made to achieve material efficiency.*

<b>CHECKLIST – ENVIRONMENT</b>		<b>OK</b>
<b>TRAFFIC</b>		
<b>M</b>	Public transport connections are available to the event and/or joint transport is organised.	
<b>M</b>	The event participants are informed of public transport connections and/or joint transport.	
<b>R</b>	The possibility of taking part in the event remotely is provided.	
<b>MATERIALS AND WASTE</b>		
<b>M</b>	As far as possible, the event will utilise reusable materials (such as decorations and marketing materials) and the Olympic Committee's own event materials.	
<b>M</b>	Information on the event is primarily published electronically.	
<b>M</b>	Only marketing materials that are necessary for the situation are distributed at the event.	
<b>R</b>	No single-use materials, such as brochures, are printed for the event.	
<b>R</b>	If gifts are handed out, immaterial, ethical and Finnish-made products should be preferred.	
<b>R</b>	No disposable tableware is used at the event.	
<b>R</b>	When disposable tableware is used, the material must be cardboard or a biodegradable material.	

<b>CATERING</b>	
<b>M</b>	A vegetarian meal option is provided at the event.
<b>M</b>	Endangered fish species are not served at the event (see <a href="#">WWF's Seafood Guide</a> ).
<b>M</b>	Efforts are made to minimise food wastage when planning catering, for example.
<b>R</b>	Only fair trade or organic coffee and tea are served at the event.
<b>R</b>	Fish, game and chicken are preferred in terms of meat products. Meat that places a heavy burden on the environment, such as beef or mutton, is not served.
<b>EVENT VENUE</b>	
<b>R</b>	The event venue has an environmental management system, environmental certificate or other proof of its commitment to environmental responsibility. See instructions*.
<b>R</b>	The event venue has a public environmental policy and provides other related information on its website, for example. See instructions*.
<b>R</b>	The event venue is energy efficient. See instructions*.
<b>R</b>	The event venue uses renewable energy. See instructions*.

**INSTRUCTIONS: \*Questions, recommendations and requirements to be included in invitations to tender**

Accessibility:

*The Olympic Committee wishes to ensure the accessibility of the event.*

- *Is the event venue physically accessible (for example, is it possible to navigate the space, including the toilet facilities, in a wheelchair)?*
- *Does the seminar/conference room feature a sound system and induction loop?*

Food catering:

*The Olympic Committee wishes to organise environmentally responsible events.*

- *We would like no disposable tableware to be used at the event. If disposable tableware is required, please select products made of cardboard or biodegradable materials.*
- *We prefer fair trade or organic coffee and tea for our catering arrangements.*
- *In addition to meals that serve those with special diets, we would like a vegetarian option to be available.*
- *We request you to ensure that no endangered fish species are served at the event (see the WWF Seafood Guide).*
- *In terms of meat products, we prefer fish, game and chicken (meat that places a heavy burden on the environment, such as beef or mutton, should not be served).*

Environmental responsibility and energy consumption at the event venue:

*The Olympic Committee wishes to organise environmentally responsible events. How can the event venue demonstrate its environmental responsibility?*

- *Does the venue have a) a public environmental policy, b) information on environmental responsibility posted on its website, for example, c) its own environmental management system/action plan and/or d) a verified environmental label or certificate?*
- *a) Has the energy efficiency of the event venue been improved through concrete measures and b) does the venue use renewable electricity/energy?*

## Communications and print products

The communications must aim for environmental friendliness and material efficiency.

- communications should primarily be electronic (multi-channel communications)
- quantities of print products should be estimated based on known needs – do not produce materials to sit in the inventory.
- Before ordering marketing materials, consider the possibilities of reusing and recycling them (for example, no years or changing logos) and utilise existing materials and reusable items (decorations, old roll-ups and so on).
- The use of materials with an FSC label or the Nordic Ecolabel can also be set as a goal for print products.