

Event Checklist

This checklist serves to implement the sustainability strategy of Lucerne Tourism. Thank you for implementing it.

Location

- ✓ Request an energy concept from the location
- ✓ Choose accommodation and event location within walking distance
- ✓ Switch off lighting that is not needed
- ✓ Choose a barrier-free venue
- ✓ Engage local service providers

Mobility

- ✓ The event venue must be accessible by public transport

Resources

Tableware

- ✓ Exclusive use of reusable tableware (work with deposit if appropriate)
- ✓ No dispensing of disposable products (e.g. drinking straws, disposable tableware)
- ✓ Minimum of crockery and cutlery (where possible, serve directly in napkins made of FSC-paper)
- ✓ Non portion packs for coffee cream, sugar, ketchup, mayonnaise, mustard, etc.
- ✓ Offer drinks from large containers
- ✓ Offer tap water

Recycling and waste collection

- ✓ Separate waste containers with clear labeling
- ✓ Recycling or reuse of waste
- ✓ Unpackaged food

Dealing with food waste

- ✓ Avoiding buffets
- ✓ Offer reusable containers/ paper bags to wrap up leftovers
- ✓ Donate leftover food to local networks (e.g. [Madame Frigo](#), [Schweizer Tafel](#) etc.)

Decoration

- ✓ Avoid printed flyers, menu cards, product samples
- ✓ Do not use decorative items that can only be used once (e.g. cut flowers etc.)

Give-Aways

- ✓ Prefer edible items or vouchers

Food and drinks

Generally, offer seasonal and regional products.

Meat products

- ✓ Only offer products from Switzerland (or fulfillment of the CH-TSchG criterion)

Vegetarian / vegan

- ✓ Offer at least one vegan menu in the menu selection

Food from the equator region (cocoa, coffee, rice, tea, exotic fruits)

- ✓ Certification according to: Fairtrade Max Havelaar, Bio Suisse etc.)
- ✓ Local coffee roasting
- ✓ Use alternatives

Beverages

- ✓ Consider local producers
- ✓ Reduce the range
- ✓ Eliminate garnishes from beverages

Social issues

- ✓ Gender-appropriate wording and signage
- ✓ Provide unisex toilets
- ✓ Provide barrier-free rooms, toilets etc.
- ✓ Communication of sustainable commitment to participants
- ✓ Involve inclusive catering (e.g. transcultural vegetarian catering from the [röm. Kath. Kirche Luzern](#))