**CHECK LIST TO VERIFY THE ADOPTION OF SUSTAINABILITY CRITERIA OF THE ‘IN PERSON’ EVENTS**

| **AREAS AND CRITERIA TO BE ADOPTED** | | **Adopted** | | **Known reasons or alternative criteria adopted** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** |
| **1 - Venues and location choices** | | | | |
| Choose venues that allow accessibility through public transport |  | ◻ | ◻ |  |
| Promote the use of collective media for artists, staff, the participating public (e.g. car sharing, car pooling, etc.) |  | ◻ | ◻ |  |
| Adopt measures for the prevention / mitigation of noise pollution |  | ◻ | ◻ |  |
| Contain energy consumption by keeping room temperatures within the legal limits for the winter period (20 ° + 2 ° tolerance); avoiding too low temperatures in summer |  | ◻ | ◻ |  |
| **2 – Dematerialization** | | | | |
| Prevent excessive consumption and dispersion of materials (e.g. distribution of invitations, flyers gadgets, dispersion of balloons in the air) |  | ◻ | ◻ |  |
| **3 - Promotional and information material (e.g. press kits, programs, menus, invitations, flyers, etc.)** | | | | |
| Use recyclable (and reusable) materials and recycled materials |  | ◻ | ◻ |  |
| Use paper with these characteristics:   1. 100% recycled paper 2. 100% virgin paper with brands:  * PEFC * FSC |  | ◻ | ◻ |  |
|  |  |
| **4 - Fittings, equipment and other objects (e.g. furnishings, signs, badges, knights, gadgets)** | | | | |
| Give preference to the rental, leasing, or reuse of materials, furnishings or temporary installations. |  | ◻ | ◻ |  |
| Predict the reuse of all objects and plan their fate at the end of the event |  | ◻ | ◻ |  |
| Preferring companies supplying products and services that pay attention to environmental and social issues certified by ISO 14001 or EMAS certification (considered equivalent for the environment), and OHSAS 18001 or ISO 45001 (for worker safety), and SA8000. |  | ◻ | ◻ |  |
| **5 – Catering / food & beverage** | | | | |
| Give priority to fresh, seasonal and short-chain food products and reduce the administration of food with a high environmental impact |  | ◻ | ◻ |  |
| Recommend suppliers to limit packaging to what is necessary, using recyclable and reusable packaging wherever viable alternatives are available |  | ◻ | ◻ |  |
| **Avoid boxes, trays, any single-use plastic packaging for food and promote the distribution of reusable water bottles or other non-disposable tools for consuming food and drinks during the event \*** |  | ◻ | ◻ |  |
| **Avoid the use of plastic bottles \*** |  | ◻ | ◻ |  |
| Invite event participants and organization staff to use their own cups / water bottles. |  | ◻ | ◻ |  |
| **Prefer the use of 100% washable and reusable tableware or, alternatively, use disposable tableware in compostable and biodegradable material \*** |  | ◻ | ◻ |  |
| **Activate the recovery of non-distributed food for solidarity purposes \*** |  | ◻ | ◻ |  |
| **6 - Management of waste produced** | | | | |
| **Prepare containers for separate collection in compliance with local regulations in force. \*** |  | ◻ | ◻ |  |
| Contact the operator in charge of the Urban Hygiene and waste collection service in case of events on public land to define a specific service contract for the event. |  | ◻ | ◻ |  |

**Note: The criteria indicated with an asterisk (\*) are considered mandatory.**

Signature: