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**Components of a Social Check List for Business Event Venue Proposals**

 *(feel free to copy and paste what is relevant into your RFP template)*

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 **Human**

for all that is social return and SME related

* **Ethical recruitment** / decent working conditions
* Venue has a **DE&I policy** in place.
* **LGBTQIA+ friendly** (e.g., gender-neutral toilets)
* **Youth employment**
* **Limited job prospects for** employment
	+ *≥ 1 employee that has difficulties finding a job (e.g., reintegration)*
* **Local procurement**
	+ *≥50% of all goods are procured within ≤15km radius, supporting local small businesses.*

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Vitality

for all that is health-related

* Venue provides **fitness** facilities.
* **Healthy** catering
	+ *≥ 80% of the catering includes the five most crucial nutrition components.*
* **Mental vitality**- Venue offers a quiet room or mindfulness activities.
* Venue offers spa & **wellness** facilities.
* Venue offers **sporting** grounds and/or facilities.
* Offers **walking routes** around the venue – e.g., promoting after-lunch walks.
* Offers **vegan/vegetarian/plant-based catering** on all facets *(so not only bread or yogurt but a vegan alternative on every aspect).*
* All **air handling** equipment is appropriately cleaned and maintained; air quality is monitored on a routine basis.

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Environment

for all that is climate-related

* What is the venue’s **carbon footprint** per area of meeting space per hour using the HCMI Methodology? Indicate the units used (e.g., kgs. or lbs. and m2 or ft2).
* What is the venue’s **energy intensity**? Indicate the metric used (e.g., BTU/ft2 or kWh/m2).
* **Charging station** for electric cars (≥ 1 charging point) on property.
* What percent of the venue’s total energy is renewable or covered by retired **Renewable Energy** Certificates or a Guarantee of Origin?
* What is the hotel’s **water use** per area of meeting space per hour, using the HWMI methodology? Indicate the units used (e.g., liters or gallons and m2 or ft2).
* What percentage of the venue’s **waste** is diverted from landfill?
* Venue has a staff-led green committee to promote and encourage efforts to exercise environmental awareness.
* An Environmental Policy that is shared with associates, staff, clients, and the community is in effect.
* Venue contributes to the circular economy through its reuse of materials.
* Venue has a designation demonstrating environmental excellence (e.g., EU Eco-label, Green Key Global, or IACC Green Star).
* Venue attests to be Single-use Plastic free.
* A towel and linen reuse program in guest rooms, along with a simple card system, provides guests the opportunity to easily reuse their towels and linens or choose no service to their room.
* There are clearly labeled recycling stations that are clearly marked and easy to use in both meeting room areas and guest rooms.
* Recyclable or Reusable Signage & Name tags are provided to conference groups.
* Property has a vendor environmental code of conduct in place.
* Venue uses alternative energy sources (solar, wind power, geothermal, or hydro) when possible.
	+ Property completes annual waste audit; uses audit results to reduce waste.
	+ Property recycles ≥75% of its solid food waste.
	+ Leftover food is donated to a food bank or other charitable organization.
	+ Indoor Lighting is energy efficient.
	+ On/Off timers or sensors in place for lighting and HVAC in low traffic, low occupancy areas.

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Accessibility

for social and climate sections
(since transport is high-impact)

* Disabled accessible.
* Near train station (≤ 1k walking distance)
* Near public transport (≤ 1k walking distance).
* Car or scooter sharing spot (≤ 250 meters).
* Bicycle storage.

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