

# VMS Green Venue Checklist



Property Name:	Address:	
Contact:	Title:	
E-mail:	Phone:	Fax:

circle one

1. Does your property regularly purchase reusable/recycled products? If yes, please explain.  
(examples: refillable ink cartridges, recycled copy paper/notepads/check-out folders, etc.) Yes | No

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2. Does your property have an in-house recycling program? If yes, what materials are collected for recycling?  
(examples: plastic, glass, aluminum & steel, newspapers, magazines, office paper, cardboard, printer cartridges) Yes | No

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3. Does your property have a recycling program which allows guests to participate? If yes, please explain.  
(examples: recycling containers placed at each break service and in common areas to collect bottles & cans, etc.) Yes | No

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4. Does your property recycle any other materials? If yes, please explain.  
(examples: linens donated to charity, phone books recycled, oil, pallets, batteries, etc.) Yes | No

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5. Will your property provide recycling bins for our meeting? If yes, please indicate which materials. Yes | No

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6. Will your property commit to seeing that the above items collected from our meeting are actually recycled? Yes | No

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7. Does your property have a contract with recycling hauler(s) or business(es)? If so, please list companies. Yes | No

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8. Does your property donate, sell or recycle old "durables"? If yes, please explain. (examples: old furnishings and office equipment given to employees or other departments. Old sheets & towels donated to charity.) Yes | No

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9. Will your food and beverage services use reusable items such as cloth, glass, ceramic, etc., rather than disposable items such as Styrofoam or plastic for our meeting? If yes, please explain. Yes | No

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10. Will your property serve food buffet-style? One large plate? Without garnishes? Yes | No

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11. Will your property use cream pitchers, sugar pourers & washable spoons rather than individual creamer and sugar packets, etc., for our meeting? Jelly servers rather than individual packets? Other? If yes, please explain. Yes | No

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|---|--------|----------|
| 12. Will your kitchen purchase fresh rather than packaged produce? If yes, are those products locally grown?                                  | Yes    | No       |
| 13. Are vegetarian or vegan menus available?  | Yes    | No       |
| 14. Does your property purchase and serve beverages from a dispenser or in returnable refillable containers?                                  | Yes    | No       |
| 15. Who pays for bottle deposits—the client or the property?  | Client | Property |
| 16. Does your property donate leftover food to a local charity? If so, list charities.  | Yes    | No       |
| 17. Does your property have props, decorations, foliage or centerpieces that we can use?  | Yes    | No       |
| 18. Does your property have guestroom dispensers for soap and shampoo?  | Yes    | No       |
| 19. Does your property only replace guestroom shampoo and soap when it is empty?  | Yes    | No       |
| 20. Does your property give guests a choice on having bath linens exchanged?  | Yes    | No       |
| 21. Does your property offer guests a choice on having bed sheets changed?  | Yes    | No       |
| 22. Do guestrooms have low-flow showerheads? Low-flow sink aerators?  | Yes    | No       |
| 23. Will you use insulated water containers to keep the water cold longer?  | Yes    | No       |
| 24. Will you use water from a cooler rather than using ice?   | Yes    | No       |
| 25. Will you use leftover water and ice to water plants and replenish fountains?  | Yes    | No       |
| 26. What other water conservation measures have been taken?   |        |          |
| 27. What are you doing to reduce dry cleaning and laundry paraphernalia?  |        |          |
| 28. Does your property offer double-sided copying at a reduced rate?  | Yes    | No       |
| 29. Do doors to your meeting rooms open and close silently, without any sound?  | Yes    | No       |
| 30. What percentage of your property's lighting is fluorescent?   |        | %        |
| 31. Do meeting rooms have dimmers on lights?  | Yes    | No       |
| 32. Do meeting rooms have windows for natural lighting?   | Yes    | No       |
| 33. What other energy conservation measures have been taken?  |        |          |
| 34. What other conservation measures have you incorporated?   |        |          |
| 35. Is your property a member of "Green" Hotels Association®?   | Yes    | No       |
| 36. Has your property contacted "Green" Hotels Association® for information regarding being "green"?<br>(713/789-8889, green@greenhotels.com) | Yes    | No       |
| 37. Is there anything further in regard to being "green" that your property will offer us?  |        |          |