



Venue Checklist

* Please use the “Initiatives taken” section to describe actions you have taken in line with the Policy and Indicator (but not exactly matching the description of Initiatives’ contents).

Area	Policy	Indicator	Initiative’s content	No.	Implemented initiatives	<input type="checkbox"/>	Level	
Guidelines	Prepare the basic policy for overall sustainability initiatives		Formulate a policy for sustainability initiatives for events and business, and disseminate it externally.	1			Basic	
Overview and general	Formulate a policy for social activities	Preparing a policy for addressing DEI (Diversity, Equity, and Inclusion)	Clearly indicate your approach to accessibility*, existing initiatives, and possible future actions	3			Medium	
			Clearly indicate your approach to diversity, existing initiatives, and possible future actions	4			Medium	
	Formulate a policy for environmental activities	Developing a policy for measuring and reducing CO ₂ emissions	Formulate a policy for measuring, reducing, and offsetting your facility’s CO ₂ emissions	6			Advanced	
			Consider measuring and reducing waste generated at your facility	10			Medium	
	Formulate a policy for economic activities	Establishing a policy for the supply chain	Formulate a policy on sustainable supply chain management*	11			Advanced	
			Share the policies with business partners and call for their cooperation	12			Advanced	
			Formulate a policy for revitalizing regional economy using local operators, promoting local production and consumption, and other initiatives.	13			Medium	
	Disseminate information	Disseminating a sustainability policy	Disseminate your organization’s sustainability policy and initiatives on your website, etc.	15			Basic	
	Venue	Reduce and control CO ₂ emissions	Utilizing renewable energy	Introduce renewable energy	17			Medium
			Reducing water and energy use	Introduce LED lighting, motion sensor lighting, etc.	19			Basic
Control the use of air conditioning (fixed temperature, light-shielding and heat-shielding films to windows, etc.)				20			Basic	

* Accessibility: services are easily accessible to everyone.

* Supply chain management: a method to centrally manage and grasp everything from the procurement of raw materials to manufacturing and sales, thereby optimizing the entire supply chain

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Venue	Reduce and control CO ₂ emissions	Reducing water and energy use	Make efforts to save water in kitchens, toilets, etc.	21			Basic
	Reduce waste (and its generation)	Reducing waste (and its generation), such as plastic bottles and disposable beverage containers	Install water dispensers	22			Basic
			Post signs outlining the recycling and trash sorting procedures	24			Basic
	Disseminate information	Promoting the use of sustainability-conscious venues	Publish specific initiatives that take sustainability into consideration	25			Basic
	Choose sustainable business operators	Using venues with a third-party sustainability certification (LEED certification, etc.)	Obtain third-party sustainability certification (LEED certification, ISO, etc.) or arrange certified facilitates	27			Advanced
Construction/ goods arrangement (procurement)	Reduce waste (and its generation)	Reducing packing materials	Reuse cardboard boxes used in transportation, or minimize their usage and use shipping containers and cargo instead	41			Basic
		Reducing decoration, supplies, and fixtures	Digitize the venue map and other posters	42			Basic
			Utilize supplies and equipment already installed/available at the venue	43			Basic
			Use cardboard, paper, georgette, etc. for decorations	44			Medium
			Make use of seasonal floral materials from the region	45			Basic
			Upcycle used decorations, etc.	46			Advanced
	Reducing handouts	Arrange a waste paper collection company to collect recyclable paper waste	48			Basic	

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Construction/ goods arrangement (procurement)	Revitalize regional economy/choose sustainable operators	Utilizing local business operators	Use business operators in the suburbs of Sapporo (Sapporo Eco Members, etc.)	54			Basic
	Choose sustainable business operators	Using sustainably-conscious products	Arrange goods that are sustainably manufactured	55			Advanced
Food and beverage	Reduce waste (and its generation)	Reducing the use of food and beverage-related products (individually packaging and cutlery)	Purchase as much in bulk as possible and avoid needless packaged items and individual packaging	56			Advanced
			Use compostable biomass or reusable stainless steel cutlery	57			Advanced
			Cooperate in oil recycling efforts to convert waste oil into SAF (sustainable aviation fuel), biodiesel fuel, etc.	58			Advanced
			Taking measures against food loss before and after serving meals	Sort food scraps from trash and have recycling companies dispose of it	61		
	Revitalize the regional economy and reduce and control CO ₂ emissions	Using ingredients produced in Hokkaido	Use more than 50% of ingredients and food/beverages made in Hokkaido or from environmentally friendly ingredients.	62			Advanced
			Use more than 30% of ingredients and food/beverages made in Hokkaido or from environmentally friendly ingredients.	63			Medium
			Use ingredients and food/beverages (processed products) made in Hokkaido	64			Basic
	Consider diversity	Adopting menu structure that takes into account diverse food cultures	Adopt menus that introduce the food culture of Hokkaido and Japan	65			Basic
			Adopt plant-based (including vegetarian and vegan) menus, halal menus, etc.	66			Medium