

Carbon Reporting Checklist

Define greenhouse gas scope & boundaries

- Define what is included (travel, accommodation, venue, catering, production, digital)
- Decide reporting scopes (Scope 1, 2, 3 if applicable)
- Set event timeframe (setup, event days, breakdown)
- Choose reporting standards (e.g. UK Gov GHG factors)

Data collection setup

- Add travel questions to registration form (origin address + transport mode)
- Decide how to collect accommodation data (nights, hotel type)
- Capture attendee numbers (delegates, speakers, staff)
- Identify production items (posters, badges, merch, signage)
- Keep questions short (1–2 mins max)

Travel emissions

- Collect origin (address: postcode, town, region, country)
- Define destination (event venue coordinates)
- Calculate distance (straight-line or mapped)
- Apply mode-specific multiplier (e.g. rail $\times 1.25$, car $\times 1.3$)
- Apply emission factors by transport mode
- Include return journeys
- Separate domestic, short-haul, long-haul flights

Accommodation

- Number of attendees staying overnight
- Number of nights per attendee
- Type of accommodation (hotel, budget, etc. if possible)
- Apply emission factor per room-night
- Separate staff vs delegates if needed

Venue & energy

- Venue energy use (if provided by venue)
- Or estimate based on: number of attendees, duration of event
- Include electricity and heating if possible
- Note if renewable energy is used

Catering

- Total meals and drinks provided
- Type of meals (vegetarian, vegan, mixed)
- Apply emission factors per meal type
- Note sustainable choices (plant-based, local sourcing)

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Production & materials

- Printed materials (programmes, posters), badges, lanyards, signage, merchandise
- Quantity of each item
- Material type if known
- Transport of materials to venue
- Reuse vs single-use noted

Digital, streaming & AI (if applicable)

- Apply emission factors
- Number of virtual attendees
- Estimate emissions using electricity/data assumptions

Calculations

- Use consistent emission factors (e.g. UK Gov)
- Convert all data to CO₂e (kg or tonnes)
- Calculate totals by category: Travel, Accommodation, Venue, Catering, Production, Digital
- Calculate total event emissions
- Calculate emissions per attendee

Reporting & visualisation

- Create category breakdown (pie chart)
- Compare transport modes (bar chart)
- Highlight highest impact areas
- Include key numbers (totals + per person)
- Compare to previous events if available

Assumptions & transparency

- Clearly list all assumptions
- Identify missing data and how it was estimated
- Explain limitations
- Ensure consistency across datasets

Reduction strategy

- Identify biggest emission sources
- Suggest improvements (e.g. reduce flights, more plant-based food)
- Recommend next steps for future events

Share & engage

- Share report with attendees
- Encourage behaviour change (travel choices, etc.)