



Event Calculator Checklist

The checklist below provides an itemized list of all of the information you need to fully complete the BEF event calculator. Some items may not be relevant to your event—such as natural gas or fuel oil consumption. In other cases, based on your sustainability goals or focus, you may wish to skip an item altogether—such as water use or emissions related to air travel. You will have the opportunity to skip any question included on the calculator. Use this checklist to focus on gathering only the most relevant background information to make your completion of the calculator as efficient as possible.

What you'll need to calculate your event facility's electricity use:

YOU WILL NEED ONE OF THE FOLLOWING:

- The exact electricity use in kilowatt-hours (kWh) for the duration of the event for each event facility you wish to calculate; OR
 - The building type and total square footage occupied for each event facility you wish to calculate; OR
 - The total square footage occupied for each event facility you wish to calculate
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What you'll need to calculate your event lodging electricity use:

YOU WILL NEED BOTH OF THE FOLLOWING:

- The estimated number of hotel rooms that your staff, presenters, attendees and exhibitors occupied for the duration of your event; AND
 - The estimated number of nights they stayed in a hotel in association with your event
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What you'll need to calculate your event's greenhouse gas emissions:

NATURAL GAS EMISSIONS—YOU WILL NEED ONE OF THE FOLLOWING:

- Exact natural gas use in cubic feet, therms or BTUs for the duration of your event; OR
- The building type and total square footage occupied for each event facility you wish to calculate

FUEL OIL EMISSIONS—YOU WILL NEED ONE OF THE FOLLOWING:

- Exact fuel oil use in gallons for the duration of your event; OR
- The building type and total square footage occupied for each event facility you wish to calculate; OR
- Just the total square footage occupied for each event facility you wish to calculate

DRIVING EMISSIONS FROM FLEET VEHICLES—YOU WILL NEED ONE OF THE FOLLOWING:

- The average fuel economy and exact event-related miles driven per company-owned or company-leased vehicle you wish to calculate; OR
- The year, make and model, plus the miles driven in association with your event for each company-owned or company-leased vehicle you wish to calculate

DRIVING EMISSIONS FROM NON-FLEET VEHICLES—YOU WILL NEED BOTH OF THE FOLLOWING:

- The average distance traveled using non-fleet vehicles (i.e., rented vehicles) by event staff, presenters, attendees and exhibitor staff in association with your event; AND
- The total number of event staff, presenters, attendees and exhibitor staff attending the event that traveled using non-fleet vehicles

AIR TRAVEL EMISSIONS—YOU WILL NEED THE FOLLOWING:

- The total annual number of air miles flown in association with your event; AND
- The total number of flight segments (one-way flights) taken by event employees, presenters, exhibitors and attendees in association with your event. To determine your total number of “flight segments,” count each nonstop one-way trip as a single segment.

What you’ll need to calculate your event’s water use:

YOU WILL NEED THE FOLLOWING:

- The exact event water use in gallons for each event facility you wish to calculate; OR
- The building type and total square footage occupied for each event facility you wish to calculate

What you'll need to calculate your event lodging water use (same information required for event lodging electricity use):

YOU WILL NEED BOTH OF THE FOLLOWING:

- The estimated number of hotel rooms that your staff, presenters, attendees and exhibitors occupied for the duration of your event; AND
- The estimated number of nights they stayed in a hotel in association with your event