

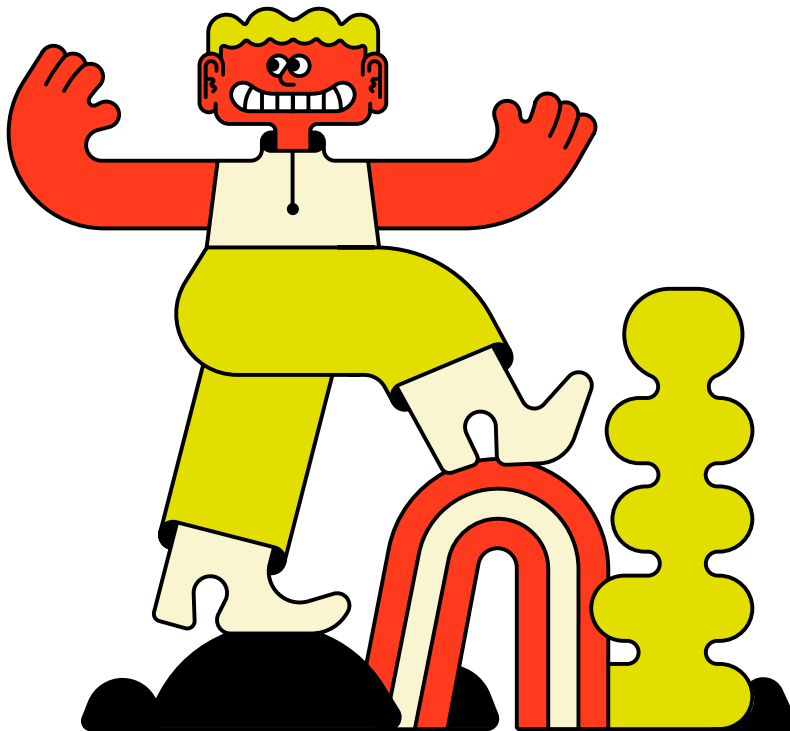
**World
Frankfurt**

**Design
RheinMain**

**Capital
2026**

Planning and Designing Environmentally Responsible

A thriving environment is the cornerstone of a resilient, peaceful, and democratic society, both today and for future generations.



**Checklist & Tips for
Events and Projects**

Introduction	3
Mobility	4
Material consumption	6
Energy und water	9
Catering	11
Communications	13
Good to know: Resources, Reading and Inspiration	14
Credits	15

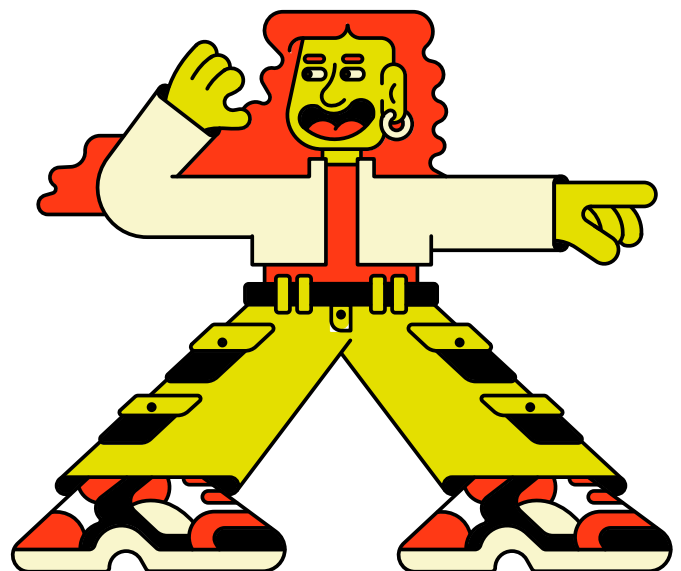


Table of Contents

Introduction

This checklist is a practical tool designed to help turn the World Design Capital Frankfurt RheinMain 2026 values, as outlined in the Code of Conduct, into action. It offers guidance for all kinds of projects, from small workshops to large-scale festivals.

We have intentionally kept it simple, focusing on practical, everyday tips that can be implemented even with limited resources. The thematic sections are not meant as rigid box-ticking exercises that must be applied in full at every event. Rather, they are intended to inspire, encourage, and invite reflection and empathy.

Let us take environmental responsibility together and set a positive example with our actions! One step at a time. Take your time, start with a single topic, and work through just one double page. Small steps, taken consistently, can lead to meaningful change.

Tip: This PDF is interactive!

- Click on the underlined text to open links
- Tick off the checklists
- Type in the text fields under Reflection and Next Steps, to make notes



Mobility

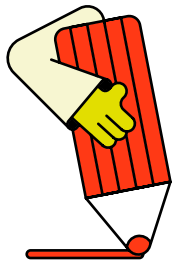
This area of action is a key lever for more sustainable events: up to 70% of an event's CO₂ emissions can result from participants', contributors', and logistics-related travel to and from the venue. Choosing climate-friendly modes of transport helps protect the climate, reduces pressure on the city, and strengthens social participation.

	yes	no
How easily accessible is your event by bus, train, etc.?		
Bus or train stop within 10 minutes' walk		
Event times are scheduled so that buses and trains can be easily used (especially in the evening hours)		
Clear travel information on event invitations, website, etc.		
Clear signs to the nearest public transport stop at the event venue, provision of timetables if necessary		
For larger events: offer <i>combination tickets (public transport included in the ticket)</i> or collaborate with the local transport authority		
How bicycle-friendly is your event?		
Close and secure bicycle parking		
Information about bike-sharing services, etc. on event invitations, websites, etc.		
Use of (rental) cargo bikes for larger/heavier transport needs		
For larger events: collaboration with local bike-sharing providers		
For larger events: charging stations for e-bikes and cars		

	yes	no
How can you make long journeys more climate-friendly?		
Offer digital formats where appropriate to reduce travel needs		
Use of electric vehicles/shuttles		

Helpful tips and tools:

1. **Public transport check:** Check connections using your local public transport website, app, or journey planner.
2. **CO₂ visualisation and accounting:** Use tools like the CO₂Compass from Deutsche Bahn to see how much CO₂ can be saved by choosing sustainable travel options.
3. **Borrow cargo bikes free of charge:** Check for local cargo bike sharing programmes in your city or region. Many cities in Europe and beyond offer free or low-cost options. For example in Frankfurt and Offenbach via main-lastenrad.de.



Which climate-friendly transportation measures are you already successfully using?
How could you encourage even more people to travel by bus, train, bicycle, or on foot?

Reflection

Identify concrete actions to make climate-friendly mobility more accessible and appealing.

Next Steps

Material consumption

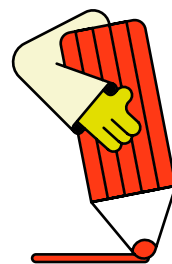
Whether it's technology, furniture, merchandise or flyers, events often generate a lot of single use materials. Those who focus on sustainable production and keep materials in circulation conserve resources, save CO₂ and reduce costs.

	yes	no
How sustainable are the materials you use?		
Choose durable, robust, and repairable products and materials		
Use recycled and recyclable materials wherever possible		
Opt for environmentally friendly and fairly produced materials with recognized certifications		
How do you keep materials in the loop?		
Plan how to reuse materials from the start		
Use rental or sharing services for equipment and materials		
Repair broken products instead of replacing them		
Store reusable materials safely for future use		
Pass on materials via platforms like Ebay, Facebook Marketplace or local initiatives/start-ups such as MFA-Material für Alle in Frankfurt		
How can you minimize material consumption?		
Evaluate whether printed products are necessary, focus on digital solutions (e.g., website, QR codes)		
If printing: choose materials with recognized eco-labels (e.g., Blue Angel) and print double-sided		
Produce only the necessary quantity of flyers, posters, and giveaways		
Avoid giveaways where possible. If used, choose practical, eco-friendly, fairly produced items without plastic packaging		

	yes	no
How do you ensure proper waste management?		
Create a clear waste management plan (separate paper, glass, plastics, metals, organic waste, textiles, wood, batteries, electronics)		
The team is familiar with the waste management plan and actively implements it		
Guests are informed about and aware of proper waste separation		
External service providers (e.g. caterers) are informed about the waste management concept and guidelines		
Clearly labelled and visible waste stations		
There are enough waste stations available		
For larger events, work with the local waste management company		

Helpful tips and tools:

- Borrowing tools:** Many DIY stores offer hourly rentals of tools and equipment. Local sharing services (e.g. [Sharing-Anhänger](#) in Darmstadt) allow multiple users to share materials and machines.
- Online platforms:** Use online marketplaces or community platforms to buy, pass on, or share used materials sustainably.
- Certification guidance:** Use online tools like [Gütezeichenfinder](#) (DE/ENG) to check environmental and fair-trade certifications.
- Repair cafés:** Local repair cafés provide support for fixing broken items instead of discarding them.



What actions are you already successfully implementing to reduce material consumption?

Reflection

What else can you do to keep materials in the loop more effectively and save resources?

Next Steps

Energy und water

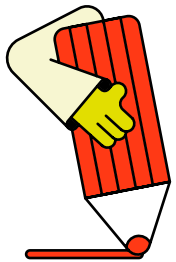
From electricity to heating, light and water, events often use large amounts of energy and resources. With a few conscious decisions, it is possible to significantly reduce consumption, whether that be by using energy-efficient technology, electricity from renewable sources or water-saving systems and sustainable sanitary products.

	yes	no
How energy efficient is the technology used at your event?		
Use of highly energy-efficient equipment (e.g. LED lighting, energy-saving technology)		
Use of rechargeable batteries without nickel cadmium		
Use of energy-saving functions		
How energy efficient is your event venue?		
Choose the most energy-efficient venue possible (e.g. modern heating and ventilation technology)		
Optimize temperature control: heating at maximum 20 °C (with evening reduction) and cooling maximum 6 °C		
Use of daylight and energy-efficient lighting		
Use green electricity or large events, work with local electricity providers		
Train your team on proper ventilation and saving energy		
How do you save water and promote sustainable sanitation solutions?		
Use of sustainable sanitation solutions (e.g. composting toilets and recycled toilet paper)		
Water-saving taps and appliances (e.g. sensor taps)		

	yes	no
Use of environmentally friendly hygiene and cleaning products (cleaning agents with eco-labels, refillable dispensers instead of disposable packaging)		
The cleaning staff are trained in which products to use and why		
Raising participants' awareness of water conservation/nutrient cycles with signs or brief notes		

Helpful tips and tools:

1. **Donate and pass on:** Electrical appliances and household items no longer in use can be donated or shared via local platforms, community initiatives or waste disposal companies (e.g. FES in Frankfurt).
2. **Product check:** Use apps such as ToxFox or EcoCheck to quickly check the ingredients and environmental impact of cleaning and hygiene products.
3. **Energy consulting:** In Germany, many local authorities offer free energy consulting for event venues. Check your city or regional consumer advice centres.
4. **Innovative sanitation:** Explore solutions like composting toilets (e.g., Kompotoi).



Where are you already succeeding in saving energy and using water in a resource-efficient manner, and where is there still room for improvement?

Reflection

What else can you do to save more energy and water?

Next Steps

Catering

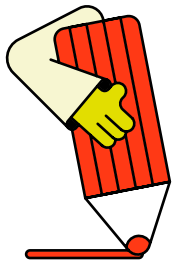
Alongside transport, catering is one of the biggest contributors to CO₂ emissions at events. It causes CO₂ emissions, requires a lot of water and often leads to biodiversity loss. Animal products also produce methane and require more resources than plant-based products. With careful planning, you can reduce emissions and waste, save water and protect biodiversity.

	yes	no
How sustainable is the catering at your event?		
Provide vegan and vegetarian dishes		
Use regional, seasonal ingredients that are organic and fairly produced wherever possible		
Provide free tap water		
Label food clearly (e.g. for allergies, dietary preferences)		
Preference for catering service providers who follow recognized nutrition and sustainability standards (e.g. standards of the German Nutrition Society)		
How do you avoid food waste?		
Match the amount of food as closely as possible to the number of participants (without calculating a safety margin for the number of people and catering)		
Distribute leftover food among the team/participants		
Donate leftover food to food sharing organizations/food banks		
Compost or sustainably dispose of organic waste		
How do you reduce packaging waste?		
Use reusable or compostable tableware		

	yes	no
Reduce food packaging by buying unpackaged goods, large packs or recyclable materials		
Raise awareness among participants with signs or brief notes on sustainable nutrition		

Helpful tips and tools:

1. **Sustainability labels:** Look for recognized labels such as Fairtrade or organic certifications. Online directories and label finders provide overviews.
2. **Food sharing and donation:** Donate leftover food to public fridges, food banks, or social institutions. Check local regulations and guidelines for food donations.
3. **Local reuse systems:** Use local reusable systems, such as Recup, Rebowl, or other regional take-back/reuse programmes.
4. **National/regional strategies:** For guidance, review international and regional food policies and sustainability recommendations (e.g., food councils, municipal guidelines).



How are you already managing to make catering more sustainable? Where do you see room for improvement?

Reflection

What specific things do you want to do next to make your event catering more climate-friendly?

Next Steps

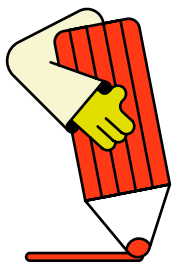
Communications

Inspire others and show that change is possible – and how it can be achieved. Be open about what is already going well and where there is still potential for improvement. Transparent communication builds trust, inspires others and motivates everyone involved to work together.

	yes	no
How can you communicate sustainable actions?		
Designate a sustainability officer within the team		
Raise awareness of sustainable actions within the team and among support staff (e.g. briefing)		
Collect climate-related data and create a carbon footprint (e.g. for impact measurement)		
Communicate the carbon footprint/targets/lessons learned/measures through public relations work		
Reflect on and document experiences and successes (including opportunities for feedback)		
Share knowledge and experience (e.g. in talks or workshops)		

Helpful tips and tools:

1. Cultural event climate tools: Tools like Culture4Climate (DE) or Julie's Bicycle provide information, potential measures, and guidance for cultural events.
2. Documentation and sharing: Consider online platforms, newsletters, or community networks to share experiences, lessons, and best practices.



What specific steps are you taking to embed sustainability within your team and make it visible to the outside world?

Reflection

Good to know: Resources, Reading and Inspiration

Reading Material

Want to dive deeper? Many organizations have produced practical guidelines, checklists, and manuals for sustainable events:

In English:

- [Carbon Footprinting in Cultural Institutions](#) (German Federal Cultural Foundation)
- [Guidebook Labor Tempelhof](#)
- [Guide for the sustainable organization of events](#) (Federal Environment Agency & Federal Ministry for the Environment, Nature Conservation and Nuclear Safety)
- [A compass for ecologically sustainable production in the cultural sector](#) (German Federal Cultural Foundation)
- [The Circular Behaviour Toolkit](#) by Danish Design Center

In German:

- [Planning and implementing climate-conscious events](#) (German Federal Cultural Foundation)
- [Handbook "Shaping the Future of Events"](#) (Green Events Hamburg)
- [Brochure – Rhein Main Fair: Best practices from the region](#)

Best Practice Examples

Check out how other projects are implementing sustainability for inspiration:

Germany:

- [Mousonturm](#) (Frankfurt)
- [Sommerwerft](#) (Frankfurt)
- [Toolwood Festival](#) (München)
- [Modular Festival](#) (Augsburg)
- [Next Practice for cultural institutions](#)
- [Floating](#) (Berlin)
- [Haus der Materialisierung](#) (Berlin)

Do you have a local or international project in mind that you think is a great example? Send us your suggestions! We would love to include them in our collection and share them as inspiration.



Credits

Content and concept
Anna-Lena Blönnigen

Editorial
Julia Hummer

Graphic design and layout
Laura Hilbert & Marie Bauer

Illustration
Verena Mack

English version, review and contributions
Sarah Virgini and Eric Lauwers from the World Design Organization

The checklist was developed in collaboration with Material für Alle and Lust auf besser Leben.

Note

This checklist is based on the guideline for the sustainable organisation of events issued by the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety and the German Environment Agency. It has been specifically adapted to the contexts and formats of World Design Capital 2026. For further information, we recommend [the guideline on the sustainable organisation of events](#).

This checklist is a living document – it can grow, evolve and incorporate new ideas and perspectives. If you have suggestions or additions, please feel free to contact us at: annalena.bloennigen@wdc2026.org.