

# Green Event Guidelines

1

**Plans & Promotions:** Use electronic forms of communication to announce your event such as email, websites, and social media. Use online services for pre-event planning and registration. Educate event staff as well as vendors and those in attendance about the sustainability practices and green initiatives taking place. After the event, follow-up with web-based surveys to get suggestions for more green event efforts.

2

**Facility & Operations:** Choose a site that offers water saving and energy efficiency fixtures. Conserve energy during the event by printing less, using natural light as much as possible, regulating temperature settings, and unplugging onsite equipment when not in use. Purchase eco-friendly giveaway items, hand soaps, and cleaning products.

3

**Location & Travel:** Locate meetings near accommodations that are within walking distance of one another. Reduce air travel through teleconferencing. Encourage the attendees to use sustainable transportation options by promoting the public transit system as well as carpooling, ride sharing, bicycling, and walking.

4

**Food & Dining:** Buy local to avoid high food mileage. Serve organic or fair trade coffee and teas. Offer free range and naturally raised meats. Go for reusable or compostable utensils, flatware, and glassware. Use washable linens and napkins or buy paper products with recycled content. Replace bottled water with filtered or tap water in pitchers. Avoid cardboard and plastic boxed meals by providing a buffet with bulk condiments. Require attendees to RSVP for more accurate predictions about the food needs and always arrange to donate untouched leftovers to a local food bank.

5

**The Four R's:** Contact Recycling Services to request recycling bins as well as plenty of signage to direct attendees to use the appropriate options for disposal. Request that speakers get email addresses from attendees to send presentation materials rather than providing printed copies. Use nametags in reusable holders and establish visible collection points for all such materials.

