

## GREEN MEETINGS AND EVENTS guidelines

**GOAL:** to reduce the amount of waste going to the landfill and to reduce the amount of energy and other resources consumed.

This will not only benefit the environment but will enhance public image, reduce costs, and, potentially, help in gaining sponsorship and funding.

Publicity before and after event can include all conservation steps used (with specific amounts saved by each step). You can remind all participants that their personal choices can save energy and reduce waste. Share environmental priorities with potential contractors and incorporate in contracts. You can also make announcements during event on environmental benefits achieved (e.g. recycling 1 case of 24 aluminum cans saves 1-1/2 gallons of gas in re-manufacturing).

### **THE BEST WAY TO DEAL WITH WASTE IS NOT TO CREATE IT IN THE FIRST PLACE!**

Determine what materials are needed at your event and think about ways to reduce the amount used.

For example,

- \* **PAPER:**
  - purge duplicate addresses from mailing lists;
  - use double-sided printing for promotional materials;
  - require that all printed hand-outs be double-sided (written resources should be handed out only upon request)
  - require that all printed materials be on recycled content paper
  - determine number of participants and ask that all vendors and exhibitors print only that number of necessary hand-outs
  - request that all unused printed materials be collected at the end for reuse
  - use washable plates and cups, not paper
  
- \* **PLASTIC:**
  - provide reusable name badges (e.g. reusable plastic holders for business cards) that are collected at end of event
  - use washable cups, plates, forks, etc.
  - use covered sugar bowl and small chilled creamer instead of pre-packaged items
  
- \* **ENERGY:**
  - promote use of public transportation or provide shuttle service
  - choose meeting rooms with natural lighting

### **DETERMINE WHAT CAN BE RECYCLED AND WHO WILL PROVIDE CONTAINERS AND COLLECTION.**

- announce in promotionals that this will be a reuse/recycling (or "Zero Waste") event
  - provide on-site signage to promote reuse/recycling
  - set up labeled containers near source of recyclables (kitchen, service tables, other eating areas, paper in meeting areas, cardboard in exhibit areas)
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- \* **FOOD** (contact local Health Dept. for guidance on safety issues):
    - choose locally-grown chemical-free or organic food and drinks to greatest extent possible
    - offer fruit, snacks, desserts in bite-sized serving pieces
    - use worm bin for all food waste and food-soiled paper (except for meat, fish, dairy, grease); compost as much as possible.

*EVALUATE, CELEBRATE, AND ANNOUNCE SUCCESSSES! SHARE IDEAS ON HOW TO DO BETTER NEXT TIME.*