

# Green Event Guide



## Purchasing and Education

- Source food locally to extent possible
- Encourage attendees to bring re-usable water bottles and have filling stations available
- Minimize single use items and Styrofoam packaging or service wear
- Establish food waste diversion and leftovers donations
- The event venue is accessible by foot, bicycle, or public transit

## Marketing and Communication

- Electronic platforms utilized to enhance communication efforts, boost planning effects, and successfully engage guests
- Non-electronic means made of recycled or recyclable materials
- Name badges/lanyards are recyclable or reusable and collected at end of event

## Energy and Water

- Minimize single use items or unnecessary give aways
- Avoid unnecessary packaging or plastic wrap when possible
- Consider materials that are reusable, recyclable or compostable
- Educate volunteers as waste monitors to prevent contamination and promote proper waste disposal
- Available waste streams with consistent staging and clear signage

