



Simple Ways to Green Your Next Event

Before the Event:

INVITES AND REGISTRATION

- Virtual invites sent via e-mail or through networking sites are simple and fast to produce, and easier on your budget than the paper version
- If you do need to print invites choose a recycled and recyclable paper stock and take it a step further by choosing a printer who uses soy or vegetable-based ink
- Online registration is an easy way to organize and track attendees and many systems allow attendees to print their own badges among other features
- After each event keep and reuse plastic name badge holders

CATERING

- Source locally grown food and beverage as much as possible
- Inquire about how leftover food is disposed of and are composting and food donation available?
- Keep an accurate count of attendees and notify catering within plenty of time to accommodate for fluctuations in numbers, so food is not wasted
- Setup recycling services at the event for paper, food, glass etc. This reduces the cost of disposal and what ends up in the landfill
- Use large containers for beverages and condiments instead of individual sized packets, cans or bottles

MISCELLANEOUS

- When choosing a promotional gift for your attendees, look at options that are recycled or reusable, many such items exist now and are not as cost prohibitive as they were in the past
- Duplex print all handouts and materials or make available online for download
- Choose locations that are easily accessible by public transportation, walking or biking
- Utilize vendors who have a commitment to sustainable practices and reward them with your business
- Identify ways to conserve energy through lighting and determine if the space itself has adopted sustainable practices which you can promote

At the Event:

TRANSPORTATION

- Encourage public transportation, walking, biking & carpooling
- Rent bio fueled vehicles for guests (including limos, buses, cars and vans)
- Trip chain (group your car trips) as much as possible for event errands

TABLE SETTINGS

- Choose china and glassware instead of paper and plastic
 - If disposable is a necessity, choose recyclable or corn/sugar based and easy to compost items
- Rent or buy fabric reusable table coverings and napkins instead of plastic or paper
- Work with your floral designer to use local in season flowers and foliage in centerpieces or try incorporating unique non-flower pieces into you theme

MISCELLANEOUS

- Inform attendees about available online event materials
- Promote your events sustainability efforts
- Make sure all recycling containers are clearly marked and easy to access
- Provide a bin for name badge return and other reusable materials at exit

After the Event:

CLEANUP

- Work with venue to compost and donate any leftover food items
- Recycle or reuse leftover paper products and documents
- If you have a choice, use eco-friendly cleaning products

CARBON OFFSETS

- Calculate carbon production from event and guests, purchase credits through a reputable organization
- Return rental items and other materials at the same time to reduce car trips or rent them through the event facility

If you would like help with your event planning or ideas on how your event and give away items can be more earth friendly please [contact eventBuilders at 503.542.4456](tel:503.542.4456)