



## Tips for Hosting a Green Event

Whether it's a pancake breakfast or a retirement luncheon, you can take a few easy steps to make your event greener.

- When you are looking for the perfect spot, choose a location where your staff/guests can get to either on foot or by public transportation. If they must travel by vehicle, encourage car pooling.
- Emailing invitations or notices to your staff/guests saves paper. Provide an email address or phone number for RSVPs and let them know it is a green event.
- Look for a restaurant or caterer that uses fresh, local or organic food, purchased in bulk. Make arrangements for the leftovers (i.e. a local food bank could pick leftovers up, they could be taken to a local compost facility/area). Ideally meals should be 100% compostable.
- Reusable dishes and utensils significantly reduce the amount of garbage your event produces. Many caterers can provide reusable options for everything you need for serving, eating and drinking. If you must use disposables, look for post-consumer recycled content paper napkins and biodegradable plates, cups and utensils made from corn starch. These materials will degrade in a couple of months in a commercial composter.
- The menu should include bulk items, not those that are individually packaged (i.e. sugar in a bowl rather than individual packets, butter in a dish rather than single serving pouches).
- If your event is to include decorations, go green. Use potted plants (that could be used as door prizes) or eco-friendly candles made from beeswax. Choose decorations and display material that can be reused, however if you have unwanted decorations after the event, check with local schools or community centres so see if they would have a use for these materials. Another option is to rental decorations for the event.
- Any print material, such as signage, should be printed on post-consumer recycled paper and mounted on recycled and reusable cardboard (not plastic or foam board). Avoid attaching or gluing things to signs or posters that render them unrecyclable once the event is over.