



"Moving Communities Toward Zero Waste"

How to Hold a "Green" Event

Consider the following when holding a meeting, conference or party:

Track solid waste diversion and develop systems to reduce waste and systematize recycling so you can promote your organization as a "Zero Waste Event" host. Recycle the following discarded materials before, after and during the event in recycling bins or compost heaps:

- Mixed Recyclables: paper, paperboard (cracker boxes, etc.), cardboard, clean aluminum foil, steel (tin) cans, plastic bottles and jugs (plastic #1-7).
- Glass: bottles, jars and drinkware.
- Green Waste: fruits & vegetables (no meats or dairy).

Use environmentally-friendly material use and purchasing practices:

- Use reusable flatware and dishware such as ceramic, or reusable plastic dishware and stainless steel flatware whenever possible.
- If you have to use disposables, use recyclable plastic with a high post-consumer recycled content. *Avoid Styrofoam!* Unfortunately, biodegradable and compostable disposables end up in the landfill and breakdown anaerobically (without oxygen) and produce methane gas which is a greenhouse gas.
- Make sure that your guests know where to recycle their disposables.
- Use cloth napkins. If you have to use disposables, use paper napkins with a high post-consumer recycled content. Remember that paper napkins are not recyclable.

Reduce Waste:

- Minimize distribution of handouts. Forward attendees electronic copies of materials ahead of time and or provide information on a website where they can access it.
- Provide reusable name badges.

Conserve Energy:

- Turn off all unnecessary lights. Take advantage of naturally lit meeting and exhibit spaces. Make sure you can control the heating/cooling in your meeting space to maximize energy efficiency.

Buy Local When possible:

- Use pitchers of water, tea, coffee and juice instead of single packaged beverages. Barrels of local spring water have a much smaller carbon footprint than imported water from exotic locations (try Mount Olympus instead of Icelandic, Fijian or Italian water).
- Provide incentives to attendees to travel via public transportation (such as free passes or transit route maps).
- When arranging vehicular transportation for attendees, choose vehicles propelled by electric, hybrid power, natural gas, or ethanol.
- Choose hotel accommodations that has a comprehensive recycling program (mixed recyclables, green waste and glass), actively participates in programs to reduce energy waste, and employs linen reuse programs. Ask your hotel if they have a "Green Seal" certification.
- Donate left-over food to a local food bank or charity.

For more on how to "green" your event, contact Momentum Recycling or visit our website.