

Green Event Checklist

Reduce Waste At the Source:

- Try to make all correspondence and marketing via email, web, radio or television -- reduce paper!
- Avoid single-serving condiments -- serve in bulk
- Minimize the use of disposable food service items
 - Avoid straws and cup lids
 - Use durable / reusable silverware
 - Create an event souvenir beverage container - avoid throwaway cups
- Consider finger foods that do not require utensils
- Provide water refill stations for attendees to refill water containers

Choose products packaged in or made with recycled / recyclable materials:

- Aluminum cans, plastic bottles, glass bottles, cardboard
- Recycled content paper products (napkins, paper towels, plates)
- Aluminum and paper trays

Avoid products that cannot be recycled or composted:

- Polystyrene / Styrofoam
- Plastic utensils
- Plastic or plastic coated plates and cups
- Plastic wrap

Other Green Practices

- Set up grease recycling for vendors
- Try compostable food service items & set up a composting service
 - Have monitors check composting collection stations to avoid contamination and ultimately, rejection at composting facility.
- Measure and calculate landfill diversion rate (baseline data for subsequent years comparison)
 - Weigh all recycling, compost and trash headed to landfill
 - Determine percentage for each waste stream
- Evaluate success of green initiative & summarize "lessons learned" to assist with making improvements in the future

Inform Vendors Prior to Event

- Send a message to your vendors describing your efforts to reduce waste.
- Send a letter or an e-mail survey; be specific about expectations and a deadline for a response.
- Ask vendors for items they plan to distribute/sell; estimate how much non-recyclable waste.
- List any specific waste management procedures for the event, such as what materials can be recycled and where the recycling collection containers will be located - provide site map if possible.

Publicize Your Green Event

- Register your event as a Virginia Green Event at www.vatc.org/viriniagreen
- Integrate the recycling / waste reduction message into pre-event materials and press releases
- Specify your main goals, i.e., "50% landfill diversion"
- Let the public know why you are taking the extra steps to reduce waste
- Inform attendees and vendors with informative signs and announcements during the event; Provide visible signs for "eco stations" where recycling, trash and compost (if applicable) will be collected. Make sure all types of waste collection bins are individually labeled and stationed together.

