

Tips for Hosting a Green Community Event

Whether you're organizing a large-scale festival, a one-off community event, or a neighborhood party, it is important to think about the environmental impacts of your event—waste, recycling, transportation, water usage, electricity, etc.—and ways in which you can reduce these impacts on our community.

Waste & Recycling Plan

The first step in working towards a Green Event will be to develop a plan about how waste, recyclables, and organics will be collected, sorted, and disposed of during and after the event. A *Waste & Recycling Plan* worksheet is available for use and is a great reference tool for organizers. It will get you thinking about:

- The number of garbage cans/ recycling stations required for the event
- The role volunteers will play in waste/ recycling management
- Specific requirements for food vendors (ex: sustainable food choices, use of compostable containers, etc.)

Waste Reduction Coordinator

Depending on the size of your event, it may be beneficial to assign someone as a *Waste Reduction Coordinator*. This person should be a good motivator, have strong organization and communication skills, a solid understanding of local waste management programs, and a commitment to being green! Their job on event day will be to facilitate the Waste & Recycling Plan and ensure that staff and/or volunteers are working towards reaching your Green Goals.

Green Goals

While planning the event, brainstorm ideas with your organizing committee about what aspects of the event you'd like to make green:

- Do you want to ensure that only recyclable or compostable containers are used at your event?
- Do you want to provide a water source and encourage the use of reusable water bottles?
- Do you want to encourage attendees to use alternate methods of transportation to get to your event?

Remember that it's okay to start small as you can build on your green initiatives year after year. Once you've come up with an idea, below are some tips to help turn your Green Goals into a reality:

1) Make a Plan

- What resources do you have (location, people, connections to other groups, etc.) that can help you reach your goals?
- What type of marketing or communication materials do you need?
- Who needs to know this information? And when?

2) Involve Stakeholders

- Meet with event stakeholders (site owners, vendors, contractors, etc.) and let them know about your green event goals
- Ask for their input and let them know about any green expectations or requirements

3) Train Staff & Volunteers

- Recruit volunteers interested in sustainability and be sure they know, prior to event day, the types of tasks they may be required to perform
- Review assignments with recycling volunteers
- Distribute supplies (gloves, extra bags, tongs, etc.) to volunteers assigned to waste management
- Remind volunteers to thank attendees for supporting your green initiatives/ green event