

Greening your Event

GO PAPERLESS!

- Send all conference materials electronically.
- Consider making a website, smartphone application, or email subscription for the event. Most people carry their smartphones with them all the time, so the schedule and all other information will always be at their fingertips.
- If you must print, print double-sided.

WASTE REDUCTION

- Evaluate giveaway items and eliminate unnecessary waste. Do you need badges? Lanyards?
- Check the space for recycling stations, and request additional stations if needed.
- Organics disposal is available on campus. Contact the sustainability office if it is not available in your space.
- If there are no waste items associated with your event, consider removing all waste bins from the area and enforcing a zero-waste event.
- Consider having volunteers at recycling stations to instruct delegates on which items go into which bins.
- Ensure conference organizers and volunteers are knowledgeable about the campus recycling streams.
- If issuing lanyards for name tags collect them after the event for reuse.
- For events with specific kinds of waste, consider making custom signage with the names and/or photos of the items on them.



GREEN EATING

- Remember that Queen's is a bottle free campus. Consider having pitchers of water and glasses.
- Remind guests to bring reusable mugs and water bottles.
- Review the sustainable procurement guide and contact Hospitality Services regarding locally sourced food purchasing.
- Get an accurate count for the number of guests you are feeding and finalize order size appropriately.
- Make arrangements in advance with Queen's Soul Food or Loving Spoonful to donate any leftover food.
- Consider requesting china service instead of disposable/single-use dishware.

OTHER GREEN EVENT TIPS

- Power down all AV systems at the end of the day.
- Consider offsetting carbon emissions for flights/long-distance travel.