

Green Event Checklist

Planning your Green Event

- Establish green goals for the event (e.g. targets for waste diversion, greenhouse gas emission reductions, local purchasing, etc.)
- Select event venue that supports environmentally friendly practices and is easily accessible
- Develop a transportation plan for the event that emphasizes active and public transportation options
- Make purchasing decisions based on localism, the ability to minimize waste and reuse materials
- Develop a donations plan for leftover food
- Find food service providers and other vendors for the event that support local, sustainable supply chains for their products and communicate the event's green goals
- Identify location of sorting stations for various waste types in the event's site plan
- Recruit volunteers to oversee sorting stations
- Communicate the event's green practices in all communication material and advertising including to all participants, support staff, volunteers and vendors using the site

Before the Event

- Provide food service providers and vendors with information on waste diversion practices at the event
- Prepare a food services plan listing products for sale and type of materials for disposal
- Order bins and arrange hauling service for recyclable materials, garbage and compost (if applicable) to an eligible landfill, transfer station or processing facility
- Complete scheduling and training of volunteers to oversee sorting stations
- Create signage and visual display of accepted materials for sorting station bins (see Sorting Station Signage sample)
- Plan to communicate and promote participation in green initiatives during the event (e.g. signage, announcements, competitions, etc.)
- Consider establishing a load-in schedule to reduce congestion and idling during event setup

Day of the Event

- Setup and label sorting station bins
- Check in with vendors at the beginning of the event to remind them of location of sorting stations
- Have volunteers educate event participants on sorting recyclable materials, garbage and compost (if applicable) at sorting stations
- Have volunteers monitor bins for cross-contamination and empty full bins
- Communicate and promote participation in green initiatives during the event (e.g. signage, announcements, competitions, etc.)
- Record data on number of vendors, volunteers, participants in attendance and volume of waste diverted from landfill, as well as measure success reaching green event goals established prior to the event

After the Event

- Clear event site of litter
- Have compost, recyclable and garbage bins hauled away for processing
- Communicate through media release, website and email the results of the event (e.g. participation number, volume of waste diverted and success reaching green event goals)
- Thank vendors, support staff, volunteers and participants for their assistance in making it a green event
- Share highlights with the Township of Selwyn!