

# Making Your Event Trent Green

# Event Elements

- Planning
- Promotion
- Presenters/Guests
- Food
- Waste
- Transportation

# Planning

- Include sustainability in your event vision so that all involved are on the same page
- Do sustainability checks at meetings to discuss ways you can reduce the impact of your event as planning progresses.
- Consider having a dedicated green coordinator or green team for large events
- Plan to have staff/volunteers available to follow-through on sustainability efforts.

# Promotion

- Make a low-impact media plan
- Use e-options such as e-vites, websites, facebook, Twitter, myTrent etc.
- Post on myTrent Events
- Send materials out ahead of time via email
- Make on-site signs generic so they can be reused
- Let people know about your green elements!

# Presenters

- How are your speakers getting here?
- Where will they be staying?
- Will they need transportation to campus?
- Consider the impact and impression you would like to have on them
- Could your group offset their emissions?

# Food

- Are you serving food at your event?
- Is the food going to be local and/or organic?
- Talk to your caterer about reusable dinnerware options
- Aramark can provide reusable service, but be sure to include in this in your comments
- Compostable options are the next best

# Waste Reduction

- Consider the waste your event might generate
- Look for ways to minimize this, then for ways to reuse and then divert –RRR
- Are there sufficient recycling stations? –if not request special event stations through [fixit@trentu.ca](mailto:fixit@trentu.ca)

# Transportation

- Is your event accessible by bike and transit?
- Could carpooling match up service be provided?
- Could the event be broadcast online for those who are further away?
- Consider having discounts or incentives for those who arrive on foot, by bike or bus



# Thoughts, Questions, Sharing Ideas/Experiences