

# SUSTAINABLE EVENT PLANNING

## CAMPUS GUIDE



Sustainable event planning seeks to minimize water and energy consumption and waste production at meetings, conferences, or other group engagements. Sustainable events also entail the promotion of environmental values and education on sustainable practices.

### Participant Involvement

- Encourage participants to bring their own dishware, bags etc.
- Communicate the sustainability goals and features of the event to participants before, during, and after the occasion
- Gift or give away ethical consumables, reusable mugs or bags, or non-material gifts such as donations

### Exhibitor Involvement

- Communicate your event's sustainability features and goals to all exhibitors or vendors
- Samples or giveaways should align with the event's message
- Integrate sustainability concepts into vendor contracts, by mandating reusable or compostable sample cups, for example
- Request that no single garbage bins be provided for each booth



### Procurement

When making purchases for your event, consider:

- Necessity
- Durability
- Efficiency
- Locality
- Responsibility
- Reusability
- Impact
- Size

# Food and Beverage

## Food Choices

- Local
- Seasonal
- Organic
- Fair Trade
- Vegan & vegetarian options



## Waste Reduction

- Choose china first, compostable dishware second
- Have finger food if metal cutlery is not available
- Locate waste bins, especially organics bins
- Try to ensure that the food ordered is consumed



## Waste Management

- Understand how to sort waste into Paper, Recycling, Organics and Garbage
- Abide by any Pack It Up, Pack It Out signage
- Do not move bins – locate the nearest sorting station
- Tell participants how to sort common items at the event



For large events such as conferences, it is beneficial to hire or arrange for volunteers to provide education at core waste stations.

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Thank you! By considering the impacts of your actions and educating others, you are helping foster sustainability culture at Dalhousie. Reference the full Sustainable Event Planning guide online for step-by-step instructions on organizing an event, more sustainability tips and guidance, pre-written text for emails, and a list of resources.

Please share your experiences with us by emailing [rethink@dal.ca](mailto:rethink@dal.ca).