


## Why Host a Green Event?

- Save resources and reduce waste
- Enhance your corporate image
- Showcase best practices
- Educate and motivate participants

Incorporating sustainable practices into your event can range from waste minimization and energy conservation to acquiring carbon offsets. Virtually all aspects of any event can have a reduced climate impact, including: venue, registration, accreditation, transportation, food and beverage services, and procurement.

## How to Host a Green Event

Use the following guidelines to achieve your own goals of hosting a sustainable event. The Prince George Civic Centre already provides many of the items listed.

Look for  in the check box, and ask your Event Coordinator for more details.

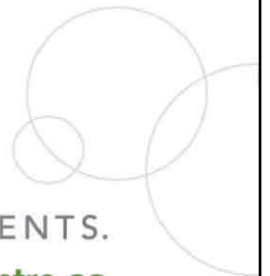
Prince George Civic Centre  
808 Civic Plaza  
Prince George, BC, V2L 5T6  
Phone: 250-561-7723  
Email: [civiccentre@city.pg.bc.ca](mailto:civiccentre@city.pg.bc.ca)



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## REDUCE WASTE

- Use e-invites, digital advertising/promotions, on-line registration, email confirmations and orders
- Give preference to electronic documentation and use double-sided printing
- Select recycled-content materials and limit your use of hard to recycle paper (e.g: glossy/florescent paper)
- Use local printers instead of shipping materials to the event
- Provide conference materials online and/or on portable USB drives
- Provide digital signage and/or reusable signs
- Use dry erase white boards instead of flipcharts
- Eliminate disposable glasses, dishware, cutlery and napkins
- Use biodegradable disposables if necessary
- Ask for linen-free meeting tables
- Educate participants, vendors, suppliers about the event's recycling facilities and discourage them from using the trash bins
- Give preference to products that are easily reused and/or recycled

## LOWER YOUR ENERGY USE

- Use natural light, energy efficient lighting and LED equipment
- Select a venue that utilizes sources of green energy (eg: biomass, solar, etc...) \*\*
- Compensate for greenhouse gas emissions by purchasing carbon offsets
- Ensure that all exhibitor computers, lights, and equipment are powered off when the event closes
- Donate to an environmental charity, research project, or institution rather than buying event gifts and giveaways
- Remind guests to reuse linens/towels and to turn off lights/TV/air conditioning in their hotel room
- Give preference to local suppliers to reduce the environmental impact of procuring supplies

## PRACTICE SUSTAINABLE FOOD & BEVERAGE SERVICE

- Use customized menus that include locally grown and/or organic food to reduce transportation emissions
- Eliminate excessive food waste by monitoring RSVP's closely
- Avoid bottled water, use jugs of fresh water instead
- Avoid excessive packaging by selecting buffet menus that serve in bulk
- Ensure that the kitchen composts, recycles, and donates perishable non-served food items
- Serve locally sourced beverages and recycle all bottles/cans



\*\* The Downtown District Energy System will provide carbon neutral green energy to the Prince George Civic Centre starting Spring of 2012




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## RECYCLE

- Use recycled name tags/lanyards
-  Ensure that the event venue can/will recycle glass bottles/jars, aluminum/tin cans, dairy cartons/jugs, paper, cardboard, print cartridges and batteries
-  Ensure that recycling containers are located in easy-to-access areas
- Remind guests of waste prevention initiatives
- Use centre pieces that are reusable for other events
- Have exhibitors be responsible for reducing/recycling materials such as cardboard
- Give preference to products that are easily reused and/or recycled
- Provide signage and announcements to communicate the waste prevention initiatives to event participants

## TRANSPORTATION

- Provide commuter shuttles or public transit passes to reduce the carbon footprint
- Give preference to hotels within walking distance of the event venue
- Allow web-conferencing for participants that cannot travel to the event
- Remind participants to offset their emissions from air travel
- Encourage car-pooling by providing a sign-up on the event website
-  Select a venue that is within walking distance to transit and has bike racks, showers, and change rooms

## ADDITIONAL ITEMS

-  Ask housekeeping staff to use non-toxic, eco-friendly cleaning supplies at the hotel and event venue
- Ensure staff are trained in appropriate environmental behavior
- Develop a reward program for event participants, staff and committee members
- Encourage exhibitors to join your efforts in donating left over conference bags, pens, notebooks, promotional items and anything else that could be used by school teachers or child support centres
- Create a “Green Exhibitor” award to recognize the exhibitor in front of all the participants



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## Calculating Event Emissions and Purchasing Carbon Offsets:

[www.offsetters.ca](http://www.offsetters.ca)  
[www.zerofootprint.net](http://www.zerofootprint.net)

[www.carbonzero.ca](http://www.carbonzero.ca)

[www.evergreen.ca](http://www.evergreen.ca)

[www.climatepath.org](http://www.climatepath.org)

## Environmental Charitable Organizations/Research Institutions:

[www.environmentalharmony.org](http://www.environmentalharmony.org)

[www.unbc.ca](http://www.unbc.ca)

[www.treecanada.ca](http://www.treecanada.ca)

## Resources:

**Green Meetings Industry Council**

[www.greenmeetings.info](http://www.greenmeetings.info)

**David Suzuki Foundation**

[www.davidsuzuki.org](http://www.davidsuzuki.org)

How to Host a Sustainable, Carbon Neutral Conference or other Event

<http://www.davidsuzuki.org/what-you-can-do/reduce-your-carbon-footprint/how-to-host-a-sustainable-carbon-neutral-conference-or-other-event/>

**MeetingsNet**

[www.meetingsnet.com/green](http://www.meetingsnet.com/green)

**Tree Canada**

[www.treecanada.ca](http://www.treecanada.ca)

[http://www.treecanada.ca/site/?page=programs\\_gca\\_eventneutral&lang=en](http://www.treecanada.ca/site/?page=programs_gca_eventneutral&lang=en)

**The Icarus Foundation**

[www.theicarusfoundation.com](http://www.theicarusfoundation.com)

[http://www.theicarusfoundation.com/pdf/Greening\\_Festivals\\_and\\_Events.pdf](http://www.theicarusfoundation.com/pdf/Greening_Festivals_and_Events.pdf)

**International Association of Venue Managers (IAVM)**

[www.iavm.org](http://www.iavm.org)

<http://www.iavm.org/sustainability/home.asp>

**ClimateBiz**

[www.climatebiz.com](http://www.climatebiz.com)



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