

“Green Event”

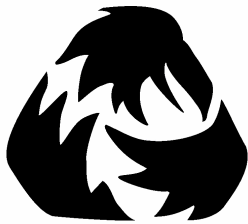
PROTOCOL

Use this checklist to help reduce the ecological footprint of your event...

ITEM	YES	NO
WASTE		
All printing is done on both sides of paper.		
Event is publicized electronically and pre-registration is accepted via email rather than by mail or fax.		
“Want more info?” sign-up sheets are at displays rather than handing out fliers/brochures.		
Dates are not used on large signage so it can be reused the next time.		
Instead of nametags, reusable plastic holders are supplied for each person to insert their business cards.		
Towels are placed in bathrooms for drying hands.		
RECYCLING & COMPOSTING STATIONS		
Recycling and composting stations are accessible in locations throughout facility.		
Containers are waterproof, well marked.		
Compost will be taken to the city landfill.		
The greenest papers are used for event publications.		
TRANSPORTATION		
Mass transportation (public service, carpooling, van or bus hire) is available for participants and organizers.		
The most efficient method of transportation to reduce the environmental impact is used for long distance travellers.		
Carbon offsets are purchased for individuals flying in.		
Always consider teleconferencing instead of travel.		
FOOD		
The food requirements are estimated as accurately as possible to avoid excess waste.		
Food waste is composted.		
Excess packaging is avoided (non-disposable containers for condiments and beverages are used)		
Energy for food production (e.g. Meat - high energy, grain - low energy) and the transportation of the product (e.g. apples from New Zealand or Canada) are reviewed.		
Food is locally purchased and processed as much as possible.		
Food is served on reusable plates OR Participants are asked to bring their own cups, cutlery, and plates.		
The food is organic, and ethically grown.		
Unused meal portions are donated.		

ENERGY		
Accommodations are within walking or biking distance from the venue.		
Natural light for solar passive energy is used as much as possible		
Lights are turned off in unused areas of the building or venue.		
Participants are provided with information and possibly free access to public transportation.		
A reduced rate or a complementary bicycle rental is provided for all participants.		
A carpool network prior to the event is set up for participants and organizers.		
"No Idling" signs are placed throughout the parking and drop off areas.		
Alternative power sources with solar and wind powered electrical battery systems are sought.		
WATER		
1-2 litre containers are placed in the back of toilets to reduce water flush volume.		
Notices are put up near the taps - encouraging people to shut off water when lathering		

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