



Best Practices for Green Events Organizers

Great Lakes Green Events organizers proactively reduce the environmental impact of their event and financially support tree planting projects. Organizers may choose to implement some or all of the best practices listed below at their event:

Reduce

- Provide water refill stations instead of plastic water bottles
- Replace printed agendas or materials with digital materials, event webpages, or apps
- Commit to using FSC-certified products for any unavoidable printed materials
- Eliminate or reduce single-use plastics (i.e., food wrappers, condiment packets, etc.), and styrofoam
- Compost food waste
- Work with the event space to eliminate excessive heating or cooling
- Buy local foods when possible
- Select walkable off-site event spaces or provide group transportation
- Offer virtual attendance options where possible

Reuse

- Collect badges and lanyards at the end of the event
- Provide reusable silverware
- Purchase eco-friendly swag items

Recycle, Upcycle, or Donate

- Recycle or reuse materials when possible and donate meeting decorations to other events
- Work with local organizations to donate leftover food to the community

The typical event attendee creates:

- 4.2 lbs. of waste per day
- 2.6 lbs. of landfill waste per day
- 389.5 lbs. of carbon dioxide equivalent (CO₂E) emissions per day

Planting 2 trees helps sequester the CO₂E emissions from one attendee and helps balance the environmental footprint of your event