



# PORTSMOUTH CLIMATE ACTION

**Environment-Friendly Events:** Organizations have an opportunity to make their events more environment-friendly by following some of the practices listed below.

## General

- When possible, consider sustainability early in event planning and engage your event partners in your sustainability objectives
- Provide opportunities to donate to environmental charities
- Use green venues, such as LEED certified buildings or outdoor spaces
- Consider which environment-friendly practices could be adapted and added to local ordinances and discuss with local officials.

## Food

- Notify participants ahead of the event to bring their own water bottle, coffee cup, plate and utensils and offer incentives or prizes (such as stickers, donations to an environmental organization, or tree seedlings) to those who do
- Use local sustainable catering and offer plant-based food choices
- Minimize food waste
- Donate leftover food

## Education

- Train event volunteers about your sustainability practices. Not only will they help with implementing them, but they can also educate your participants.
- Estimate and post the event's climate footprint. Event carbon calculator apps can help with this (such as myclimate, terrapass, and Bonneville environmental foundation).
- If there is a registration fee, include a carbon offset fee that is apparent on the ticket.
- Publicize your organization's sustainability goals with event participants

## Transportation

- Make event accessible to all, and support transportation options, such as bike racks and free shuttle electric vehicles
- Publicize public transit options to get to the event
- Hold event as virtual, in-person, and hybrid, allowing participants choice to avoid travel
- Survey the participants about what transportation they used to get to the event
- For parades use floats and vehicles that use either renewable energy, bike- or people-powered

## Materials and waste

- Reuse event materials, such as lanyards for name tags, and banners and signs as applicable
- Give eco-friendly or no swag. Swag can be useful and not plastic, for example, sporks or canvas bags.
- Offer recycling, composting, and trash bins that are clearly marked and available. If compostable materials are used, confirm that the locality can compost it.
- Minimize or run event without single-use products; for example, use a water cooler or offer reusable water bottles
- Use QR codes and/or event apps and limit printed handouts