

TRANSPORTATION

Transport related to an event can have a sizable impact on the environment. In order to reduce carbon emission, whenever possible, try to limit travel related to an event. There are many ways to reduce travel related impacts by opting to buy local to reducing in person meetings.

Quick checklist to start:

- Provide sustainable transport alternatives such as teleconferencing, biking, carpooling, public transit information, etc.
- Buy local and in bulk (plan ahead and minimize trips related to procurement)
- Include a carbon footprint quiz with the event to calculate travel footprint and then offset for carbon neutrality

PURCHASING

Events often come with numerous single-use items. From printing to swag, food services to decor, the items purchased can have a huge impact on the environment. Using the guiding principles of 4R and the complimentary concepts of 3N-J can help minimize an event's ecological impact. Keep in mind that sustainable options can sometimes be more costly and need to be planned for in the budget.

Quick checklist to start:

- Find out what you need and see if it's already on campus. Check key departments to see if items can be borrowed or repurposed
- Think about swag and decor sustainably. Is it necessary? Can it be done ecologically?
- When shopping, opt for local and fairtrade options
- Minimize packaging related to goods

INCLUSION & COMMUNITY IMPACT

Social sustainability is part of the overarching guiding principles of sustainability. Planning events that promote inclusion and accessibility have an impact on fostering community wellbeing, thus planning events with social sustainability in mind is important.

Quick checklist to start:

- Perform an authentic land acknowledgement & include diverse voices in the event
- Plan for event accessibility and provide digital documentation
- Identify gender-neutral washrooms and safe spaces for breaks

FOOD

There are several ways to reduce the ecological impact of food when organizing food at an event, starting with the guiding principles of 3N-J.

Quick checklist to start:

- Offer reusable dishes and cutlery
- Offer more vegetarian and vegan than meat options
- Avoid heavily packaged single serve food items
- Manage food waste (compost or donate leftovers)
- Feature local and in-season food choices

For more information:

sustainability@vanier.college
www.vaniercollege.qc.ca/sustainability-office

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Green Events Tipsheet

10 TIPS FOR HOSTING
GREENER EVENTS



Green Events

In 1987, the United Nations defined sustainability as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” As a College committed to sustainability and working towards carbon neutrality, organizing Green Events is one way the community can help reduce its ecological impact.

The Vanier Sustainability Green Events Tip Sheet was made as a quick reference guide for groups on campus wishing to reduce their carbon footprint. The tip sheet covers 6 main areas to consider and 4 key sustainability concepts to keep in mind when planning a Green Event.

For more comprehensive information, visit the Vanier sustainability website to download the Green Events Guide

<https://www.vaniercollege.qc.ca/sustainability-office/campus-initiatives/green-events/>

Event Priorities

Knowing the event's sustainable goals in advance helps determine what decisions need to be made to align with the event values and priorities. A zero (or low) waste event focuses on different elements than a Fairtrade event. Below are a few key sustainable priorities that can be useful when organizing an event:

ZERO WASTE

Zero Waste events focus on trying to keep waste out of landfills by implementing the 4Rs of sustainability. Waste management and purchasing choices will be instrumental to organizing a successful zero waste event.

CARBON NEUTRAL

The goal of a Carbon Neutral event is to achieve a net-zero carbon footprint by balancing carbon emissions with carbon reduction measures. Transportation and purchasing will be the bigger areas of focus for carbon neutral events.

4R

Any sustainable event will need to consider the 4Rs of sustainability:

- Reduce: Does the event NEED it?
- Reuse: Can we borrow or reuse it?
- Recycle: Can it be recycled?
- Recover: Can it be composted?

3N-J

3N-J compliments the 4Rs and is especially relevant when considering food choices for an event:

- Naked: No packaging, bulk, large format
- Near: Prioritize local products
- Natural: GMO and organic
- Just: Fairtrade goods

Key Considerations

WASTE

Plan ahead for the types of waste the event will create and determine how to manage it. Packaging, disposable goods, food, dishes, and recycling are all factors to consider when planning a green event. Before the event, determine what resources are already available on site to manage waste. Ideally choosing options that create minimal waste will help facilitate the work of waste management.

Quick checklist to start:

- Waste needs & resources on campus (contact Sustainability Office/Services for help)
- Signage for appropriate sorting (download resources from the Vanier Sustainability website)
- Off-campus resources to go the extra mile (food waste and donation/compost)
- Invite participants to bring their own resusables (cups, water bottles, etc)

COMMUNICATION

From advertising and event resources to sustainable goal transparency, communication is a great way to reduce an event's ecological impact.

Quick checklist to start:

- Go digital. Scrap the paper and provide everything online and in advance (for accessibility)
- Communicate sustainable goals and invite participant feedback
- Limit or completely omit promotional materials (choose sustainable options and promote that choice to your participants)