



Special D
Events, Inc.

20 TIPS FOR A GREEN MEETING OR EVENT

Special D Events is taking the lead in producing green meetings and events. Global warming aside, it just makes sense to reduce waste. It's good for the world, and it can be good for your business. Now, that doesn't mean if you hire us, you have to go green, but if you choose to do so, you're in good hands.

The following **20 Tips for a Green Meeting or Event** only scratch the surface. For specific suggestions on how to make your meeting or event green, call us at (248) 336-8600.

GENERAL

- 1) Establish a green team to brainstorm ideas and practices to green your events.
- 2) Establish detailed environmental policies and a strategy to implement them.
- 3) Document and track successes, problems and failures of green event initiatives.
- 4) Consistently communicate the policies in internal publications, event print material, and even at the podium.
- 5) Reuse plastic name badge holders and lanyards.
- 6) Work with or encourage your event venue to donate leftover food, floral and greenery.
- 7) Work with or encourage your event venue to institute a permanent recycling program.
- 8) Coordinate with the meeting venue to ensure that energy lights and air conditioning will be turned off when rooms are not in use.
- 9) Establish or encourage the use of a linen and towel reuse program.
- 10) Design signage so that it is re-usable.
- 11) Ask your vendors about their green policies, and support those who share your green objectives.

PAPER REDUCTION

- 12) Shift written communications to e-mail whenever possible.
- 13) When printing is required, use double-sided recycled paper with vegetable or soy-based ink.

- 14) Suggest that exhibitors utilize recycled or recyclable handouts or giveaways.
- 15) Distribute your post conference evaluation electronically vs. a handout on site.

TRANSPORTATION

- 16) Arrange car pools to the event site or communicate mass transit options.

FOOD SERVICE

- 17) Provide local, organic and vegetarian food and beverage options.
- 18) Use china and linen service or, at a minimum, biodegradable products.
- 19) If disposables must be used, purchase compostable plates, cups, and silverware.
- 20) Provide water in pitchers or bulk coolers.