

Before the Event

Concept & Development

- Identify environmental issues relevant to the event
- Put green objectives and policies in writing
- Obtain buy-in from event sponsors
- Promote event as a green meeting, highlighting environmental goals

Location & Transportation

- Select presenters who will not have to travel long distances
- Select a location accessible by a wide variety of transportation options
- Encourage attendees to carpool; help by setting up a ride-board
- Recommend hotels with green practices
- Select meeting rooms sized to the audience
- Arrange to have lights off and HVAC set back when room is not in use



Catering

- Select local caterers who can provide vegetarian fare and preferentially purchase locally grown, organic, and/or fair-trade foods
- Purchase bulk condiments and foods when possible
- Plan for collection of remaining food to be donated to a food pantry



Waste Reduction & Collection

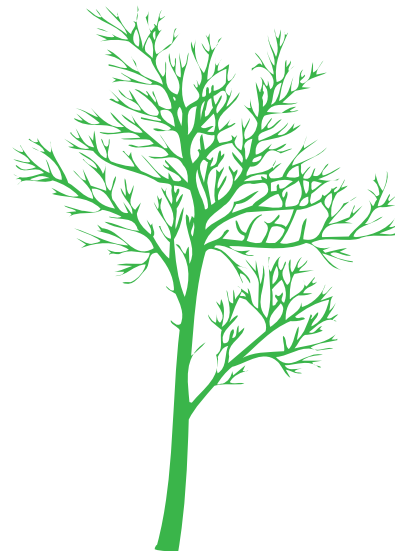
- Aim toward a zero-waste event
- Ensure vendor contracts address cardboard, recycling, and compost collection



- Provide a sufficient number of recycling and waste containers
- Supply boxes to collect used nametags and other reusable items
- Post adequate signage so compost, recycling, re-use, and waste containers are easily located and identified

Community Connection

- Solicit participation from the community
- Identify the sustainable aspect of the event in all promotions and advertisements
- Select a donation to offset carbon footprint; e.g. LED lights, tree planting



During the Event

Location & Transportation

- Use meeting rooms with natural lighting
- Confirm lights are off and HVAC set back when room is not in use
- Provide shuttle service for attendees
- Recognize participants who carpool, use city bus, or arrive by non-motorized means

Materials

- Use undated promotional products allowing for re-use
- Use whiteboards rather than flip-charts
- Provide reusable nametag holders

Catering

- Serve finger foods
- Provide coolers or pitchers of water, not individual bottles
- Use washable/reusable items



Waste Reduction & Collection

- Announce to participants that the event aims to minimize waste
- Direct participants to appropriate compost, recycling, re-use and waste containers
- Have a volunteer workforce collect recyclables and compostables from all vendors and bins

Community Connection

- Provide website or cards for evaluation from attendees, caterers, vendors, and organizers
- Consider offering free admission to volunteers who assist with event

After the Event

- Deliver donated food to a food pantry
- Follow through with carbon footprint offset action
- Evaluate feedback
- Publicize accomplishments in media and event's website

For additional information regarding incorporating sustainable practices into your event, visit the Oshkosh Sustainability Advisory Board website:

www.ci.oshkosh.wi.us/SustainableOshkosh

Questions? Comments? Feedback?
planning@ci.oshkosh.wi.us

For special event permits, please visit the City of Oshkosh website:
www.ci.oshkosh.wi.us/Special_Events/Special_Events.asp

Sustainable Events...

- ❖ Save trees
- ❖ Improve soil
- ❖ Minimize waste
- ❖ Create community
- ❖ Improve the local economy
- ❖ Conserve water and energy
- ❖ Support local farms and farmers
- ❖ Reduce contributions to global warming



Oshkosh Convention & Visitors Bureau

COPIES OF THIS BROCHURE AVAILABLE AT:
Oshkosh City Hall, Special Events Desk
Oshkosh Convention and Visitors Bureau
Area wedding and event planners

MAKING YOUR EVENT SUSTAINABLE: A checklist



Whether you are organizing a community festival, planning a family wedding, or just holding a backyard party, a few easy steps can make any event more sustainable.