

Litter-Free and Green Event Checklist & Registration Form

“Planning a green event takes a little more time and effort, but the rewards are great. You will have the satisfaction of knowing that you’ve conserved resources, reduced landfill waste, and shown a commitment to preserving a sustainable quality of life for our community and our world.”

(Bridging the Gap Green Event Planning Guide)

Thank you for committing to make your event green and litter-free.

Please check off each action item as it is incorporated into your event planning. To qualify for Litter-Free Green Event certification, please complete all of the “Essentials” steps, plus at least FIVE items from the “Next Step” section. In appreciation for organizing a qualified event, you will receive a certificate, public recognition, access to the event banners, and a well deserved sense of accomplishment. Please submit this form at least 4 weeks prior to the event. You may also submit your registration on-line at www.ecosuperior.org.

Event Name: _____ Date(s): _____

Event Description: _____

Name of Organizing Committee: _____

Contact Name: _____ Phone #: _____

E-Mail: _____

Banner Request (please check) for: “Welcome to Our Litter Free Green Event”
 “Put Litter in its Place for a Clean, Green & Beautiful Thunder Bay”

The Essentials

All of these steps must be integrated into your event to qualify for certification.

- Commit to holding a **Litter Free Green Event** at the beginning of the event planning process. Promote this to your committee members, volunteers and attendees at every planning session and throughout the event.
- Develop and implement an action plan based on the principles of Rethink, Refuse, Reduce, Re-use, Repair and then Recycle. Tell your sponsors about your goals and ask for their assistance in meeting them. Request environmentally friendly goods and services in tenders for the event.
- Send out invitations/registration packages and promotion electronically where possible; use post-consumer recycled paper for written material. Use on-line registration forms.
- Have sufficient well-marked waste and recycling containers in convenient locations, keeping in mind where items will likely travel. Make sure there are adequate cigarette butt receptacles in all smoking areas.
- Ensure there is a recycling container beside every garbage container on the site. Recycling containers should clearly identify acceptable materials (e.g. pop cans and plastic 1 & 2 bottles). You may call [ReCool Canada](http://ReCoolCanada.com) (577-0411) to book the Portable Recycling Trailer and individual recycling containers (call early as containers are limited). Information about recycling requirements for events is available on the City of Thunder Bay’s Website at www.thunderbay.ca/Events.

Cont’d...

- It is **very important** that announcements are made throughout the event reminding people not to litter (outdoors) and/or to use the waste and recycling containers provided. Engage your participants in helping to make your event green and litter-free.
- Minimize or eliminate the use of disposables, by using re-usable dishes and cutlery. Ensure that dishwashing facilities are available and meet the requirements of the [Thunder Bay District Health Unit](#) (call 625-5930). If disposables must be used, choose paper and other biodegradable products over plastic and Styrofoam.
- Check with City Transit to see if bus service is available and share route and schedule information with your attendees. (684-3744 or www.thunderbay.ca/Transit)
- Track your successes. Keep a record of the quantity of waste reduced and diverted and share the news.

Details: _____

The Next Step

Once you have covered the essentials, please choose at least five of the following actions to qualify your event as Green and Litter Free.

Promotion & Giveaway Initiatives

- Encourage participants to bring their own paper, pens, reusable mugs and water bottles.
- Use reusable bags for promotional material and giveaways which are environmentally friendly.
- Recognize those who “walk the talk” and reward them with certificates and/or gifts such as refillable mugs, reusable bags, water bottles, gift certificates to local restaurants, bus passes or packets of organic seeds.

Details: _____

Waste Reduction Initiatives

- Provide water in pitchers and washable glasses for speakers and on meeting tables. Use reusable cloth tablecloths and serviettes. These items may be rented.
- Download presentations and handouts onto CD’s or Zip Drives to save photocopying, or commit to e-mailing resources to participants after the event.



- Set up a collection of food scraps (fruit, vegetables, coffee grounds; NO dairy, meat, or fats) with each food vendor and in food prep areas. Five gallon food-grade buckets work well. Arrange with a local farmer to pick up the material and take it away for composting.
- Encourage food vendors to sell drinks to people who have brought their own refillable beverage containers (travel mugs, water bottles) and charge *more* for drinks sold in single-use containers. Single-use containers should be biodegradable (not Styrofoam) or recyclable (e.g. pop cans and plastic 1 & 2 bottles).
- Set up a deposit system on reusable plates for outdoor events. Have patrons return their plates to receive their deposit back (i.e. \$1-2). Arrange for dishwashing in an approved facility. Require all food vendors to take part.
- Encourage food vendors to use large containers for cream (thermos' work well), sugar, condiments, etc. instead of individual packets. Check with Health Unit for requirements.
- Collect name tag holders at the end of your event so they can be re-used next time.

Details: _____

Litter Prevention Initiatives (Outdoor Events)

Taking steps to prevent litter **before** it hits the ground is the most effective way of dealing with litter.

- Have volunteers wear brightly-coloured shirts (i.e. a Green Team) mingle among the crowd with garbage and/or recycling bags to collect litter before it hits the ground.
- Have the announcers remind patrons to look for the volunteers and bins and to do their part to make the event litter free and green.
- Pick up any litter on the ground during the event. Studies have shown that people are less likely to litter in a clean area. Make sure bins are emptied regularly to avoid overflow.
- Post signs near food vendors and bins reminding people to “can” their trash.



Details: _____

Energy & Transportation Initiatives

- Where applicable, choose naturally-lighted meeting rooms to save energy and reduce your event’s carbon footprint.
- Encourage participants to choose lodgings close to the site and to walk, bike, carpool and use public transportation and shuttle services.
- Organizers and participants can offset event CO2 emissions by sponsoring a tree(s) through the Thunder Bay Tree Stewardship Program at www.treestewardship.com.



Details: _____

Community Initiatives

- Use caterers who commit to using local and organic foods. Serve fair trade coffee.
- Support local businesses as much as possible when purchasing products and services for your event.
- Have “Green Displays” at the event to help educate attendees about what they can do to help the environment. This is also a great opportunity to highlight your green activities.

Details: _____

Comments/Other Initiatives

Please share any comments or recommendations you may have regarding this guide, as well as any other green initiatives you will be implementing into your event: _____

Please fax this form to (807) 622-0005, e-mail to karen@ecosuperior.org, or mail to EcoSuperior (attn: Litter Free Green Events), 212 Miles St. E., Thunder Bay, ON, P7C 1J6. Call (807) 624-2148 for more information. To save paper, you may delete the non-applicable sections and print double-sided, or register on-line at www.ecosuperior.org. Thank you!

This Litter-Free Green Event certification program is supported by:

