

# Richmond Sustainable Event

## 7 STEP QUICK GUIDE

Follow these 7 steps and host a sustainable event that will benefit the local community, economy, and environment.

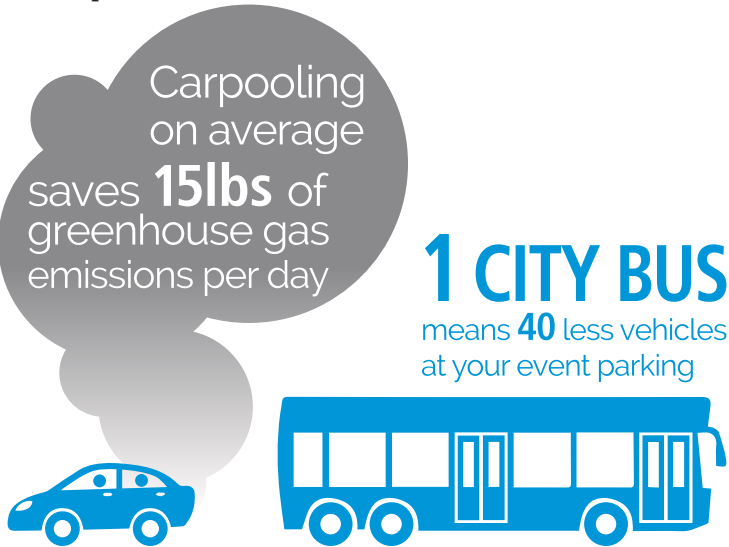
### 1 CREATE A COMMITMENT STATEMENT

- Create a commitment statement addressing your initiative to host a sustainable event. Feel free to make your own statement or you can use the example statement provided in the Resource Kit
- Post your commitment statement online and on promotional advertising
- Communicate your sustainability plan with staff, volunteers and guests



### 5 PROMOTE PUBLIC AND CLEAN TRANSPORTATION

- Advertise eco-friendly transportation options on your webpage
- Suggest participant and attendees take public transportation, carpool, cycle or walk to your event
- Find ways to encourage eco-friendly transportation e.g. better parking for carpoolers or secure bike lockup area



### 2 REDUCE WASTE AND RECYCLE

- Develop a recycling and waste management plan with your staff, volunteers and clean-up contractor
- Place recycling, organics and garbage bins in effective locations
- Go Paperless! Communicate with staff and volunteers via e-mail or text
- Promote your event through social media instead of flyers and banners
- If you need to use paper, print double sided and use FSC paper



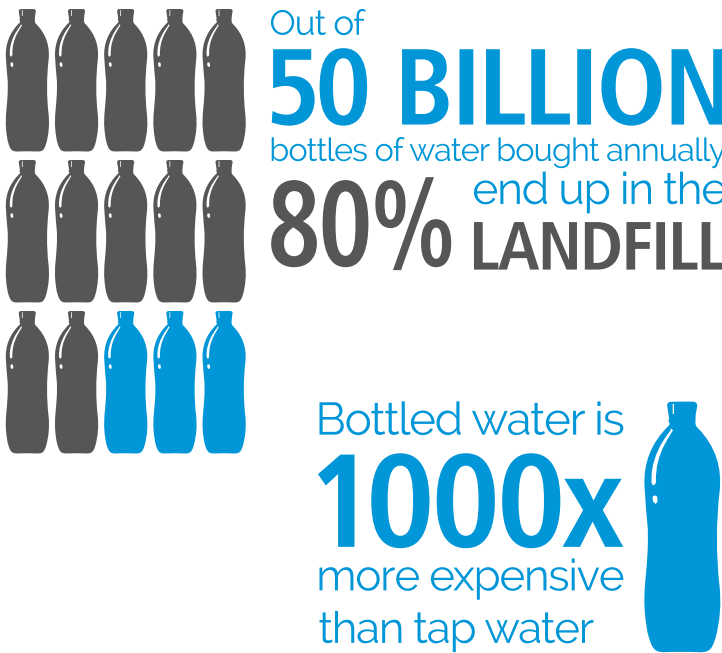
### 6 MAKE SMART FOOD CHOICES

- Buy in bulk and cook to order to minimize packaging and waste
- Consider recyclable or compostable plates, cups, and utensils
- Offer a range of healthy food choices that satisfy different dietary requirements
- Donate remaining food to the Richmond Food Bank



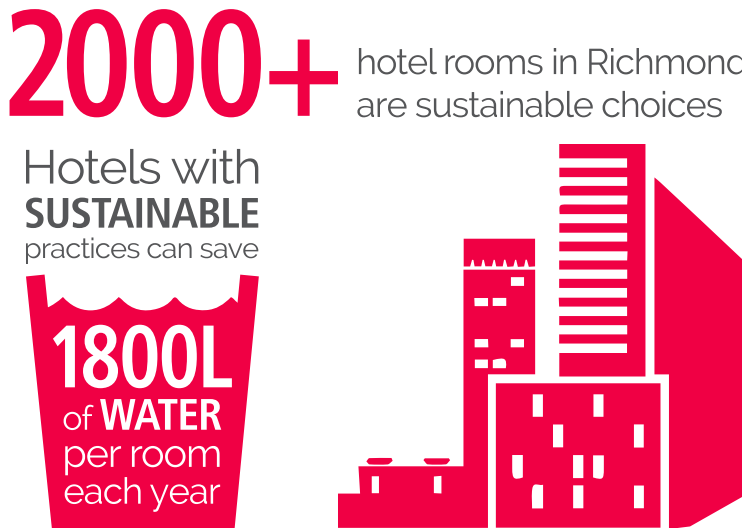
### 3 MAKE SMART WATER CHOICES

- Encourage event participants and attendees to bring refillable water bottles instead of plastic bottled water
- Book the City of Richmond's portable tap water station
- Take the necessary treatment precautions before releasing used water back into the environment



### 7 SUPPORT SUSTAINABLE ACCOMMODATION

- Use Tourism Richmond to find sustainable hotel choices within Richmond
- Recommend accommodation close to your venue, near public transit options, and has existing sustainable policies and practices
- Include a variety of accommodation options in terms of price range



### 4 ESTABLISH A POSITIVE LOCAL IMPACT

- Recruit locally for your staff and volunteers
- Prefer local services with sustainable practices and policies while procuring goods
- Donate remaining gear, equipment, and clothing to local charities and organizations
- Ensure the venue is accessible to all people, including those with physical disabilities



## Richmond Sustainable Event TOOLKIT


If you would like to make your event more sustainable but do not know where to begin, the City of Richmond has developed a **Sustainable Event Toolkit**.

This Kit contains resources offered by the City and other sources to help event planners host more sustainable events.

To access the Sustainable Event Toolkit, please visit:  
[www.richmondsustainableevent.ca](http://www.richmondsustainableevent.ca)

# SUSTAINABLE FOOD SERVICE QUICK GUIDE

Use this chart to help make choices for your event that are good for the community and the environment – reusable, recycled, and/or compostable is the way to go!

I NEED TO USE...	SUSTAINABLE	LESS SUSTAINABLE
 BAG	Compostable paper bags	Plastic bags
 DISHWARE	Compostable paper or pulp fibre dishware	Plastic, bio-plastic and Styrofoam dishware
 CUTLERY	Compostable wooden cutlery	Plastic and bio-plastic cutlery
 STIR STICKS	Compostable wooden sticks	Plastic stir sticks
 WATER BOTTLE	Encourage people to bring their own water bottle(s)	Single use water bottles
 STRAWS	Paper straws	Plastic straws
 NAPKINS, TABLECLOTHS	Recycled and compostable paper	Made from unrecycleable materials
 TAKE-OUT CONTAINERS	Use compostable paper or fibre containers	Plastic, bio-plastic and styrofoam containers

# SUSTAINABLE EVENT AND MEETING GUIDE QUICK TIPS



Instead of packs of soda with plastic rings, go with **larger 2L bottles**



Consider using **serving ware**, reusable or **paper products** when possible.



**Reusable cutlery** is best or **single use wooden utensils** that are **compostable** with food scraps



Use jugs of **tap water** instead of bottled water



Serving finger foods? Consider providing **NAPKINS** instead of utensils.



Buy or rent materials that have **MULTIPLE** uses like **fabric table cloths**



Ensure **WASTE, RECYCLING & GREEN BINS** are placed prominently



Choose gifts with **minimal waste**. Think **EXPERIENCE** not **MATERIAL**



Balloons are harmful to the environment. **PAPER POM POMS** are **creative ideas** for colour

Remember! What **works for a birthday party** is likely **useful for a picnic or a block party**



To learn more about how you can host a **“green” party or event**, visit: [www.richmondsustainableevent.ca](http://www.richmondsustainableevent.ca)



## SUSTAINABLE EVENTS CONSIDER:



**People** – Provide a healthy and safe environment, respect human rights, respect diversity, be culturally sensitive and encourage community involvement.



**Planet** – Practice waste reduction, reuse and recycle, be water and energy efficient, use eco-friendly transportation.



**Profit** - Save money through increased efficiency, use responsible procurement, invest in the local economy, and boost innovation.

## PEOPLE, PLANET, PROFIT *The Importance of Hosting a Sustainable Event*



**Sustainability** is more than just “being green”. A truly sustainable event balances environmental, social, and economic responsibilities.

## ACKNOWLEDGEMENTS

The City of Richmond Sustainable Event Toolkit and 7 Step Quick Guide have been developed with the Richmond Olympic Oval and in close partnership with the AISTS (International Academy of Sports Science and Technology), in Lausanne, Switzerland.

Using the Sustainable Sport and Events Toolkit originally developed by the AISTS and the Vancouver 2010 Olympic and Paralympic Winter Games as a framework, Richmond developed this guide to help event organisers plan for sustainable community events.



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*Better your event,  
Better the community*

a development partner with

