



# Meetings & Events Sustainability Guide

## TOP 10 SUSTAINABLE EVENT PRACTICES

INITIATIVE	DESCRIPTION	IMPACT LEVEL
<b>Food Waste Reduction</b>	Take waste reduction steps such as using historical data to predict food and beverage buys, reducing buffet options, etc.	Very High
<b>Reusable Service Ware</b>	Use ceramic service ware and glassware wherever possible to minimize disposable items	High
<b>Plant-Forward Menu</b>	Plan for a menu with many plant-based options and reduce or eliminate beef.	High
<b>Rent or Reuse Materials</b>	Request that materials such as furniture, build materials, and decor be rented. If custom, make a plan to store for reuse. Create modular signage from sustainable materials that can be reused from event to event.	High
<b>Communication</b>	Communicate event sustainability initiatives through onsite digital signage, event app, website, etc.	High
<b>Recycling</b>	Request venues and hotels to recycle (paper, glass, aluminum).	Medium-High
<b>Reduce Swag</b>	Swag should be eliminated if possible. If it's necessary, carefully calculate quantities to meet actual need. Collaborate with local makers when possible.	Medium-High
<b>Reusable Water Containers</b>	Replace single-use water bottles with reusable glasses/bottles and water stations.	Medium-High
<b>Food and Material Donation</b>	Request that leftover food and materials be donated locally.	Medium-High
<b>Environmentally Preferable Materials</b>	Where physical materials are needed, request that FSC-certified wood and paper products be used over metal and plastic.	Medium

### PLANNING STAGES

1. Set specific and measurable sustainability goals for the event
2. Review existing best practices
3. Create communication strategies
4. Engage vendors to help achieve sustainability goals
5. Execute your event!
6. Post-event evaluation and reporting

### LOCAL RESOURCES

<b>Waste Less Solutions</b> Picks up surplus food to deliver to food-insecure residents	<b>Park City Christian Center</b> Collects items for resale shop and food ingredients for pantry	<b>Green Business Program</b> Local green certification program with expert guidance
<b>Recycle Utah</b> Waste diversion (self-hauling), accepts hard-to-recycle materials	<b>Momentum</b> Waste diversion & compost hauling service	<b>Mountain Town Music</b> Resource that supports and promotes local musicians
<b>Summit Bike Share</b> Affordable network of e-bikes connecting the Park City area	<b>Park City + Summit County Arts Council</b> Network of local artists and artisans - sway & installations	<b>Park City &amp; High Valley Transit</b> Free, easy public transit - search for 'Transit' in the app store