

Sustainable Event Guidelines

As part of St. Andrew's commitment to creating a sustainable church, please consider the *Sustainable Event Guidelines below* which aim to **reduce the environmental impact of events held at the church**.

Use these practical steps to "green" an event. While the guidelines are not a comprehensive list of every possible action that can be taken, they make available a set of minimum standards which address the environmental impact of an event in areas such as energy, transportation, waste, materials use, and food.

If you have any questions about these guidelines, please contact Brenda Naegel at 421-4426.

Raise Awareness

- Educate participants about the sustainable aspects of your event.

Energy

- Hold the event during the day and in a location that will provide adequate natural lighting.
- Calculate the carbon footprint of the event and purchase renewable energy certificates (RECs) to offset the event's CO2 emissions.

Transportation

- Encourage and incentivize the use of alternative transportation and carpooling.
- Consider occasionally using virtual conferencing for committee meetings.

Waste

- Have the appropriate number of recycling receptacles visible and provide recycling guidance to attendees (cans/bottles/mixed paper.)
- Collect and reuse plastic name tag holders.
- Coordinate with a local food bank or soup kitchen to donate any leftover food.
- Provide **biodegradable** "To-Go" containers for participants to take leftover food with them.

Advertising/Printed Material

- Go Paperless: Post event information, downloadable versions of programs, handouts, and itineraries on a web site for event participants.
- Ensure that program guides, handouts, and other written materials are limited and, when needed, printed on 100% post-consumer paper and double-sided using a vegetable-based ink.
- For reoccurring or annual events, avoid printing dates and slogans on signs, posters, and banners so that they may be easily reused.
- 100% Paperless Advertising: Promote and invite electronically. Require participants to register or RSVP electronically as well.

Food

- Use locally grown/produced foods.
- Use organic foods
- Use Fair Trade coffees and teas
- Serve foods that need not be individually packaged or require utensils. Like fruits and vegetables or cheese and crackers.
- Use reusable dishes, cutlery, and glasses/cups. If this is not possible, use biodegradable dishes, cutlery and glassware..
- Use cloth tablecloths and napkins if possible. If not, at least use paper ones that are made from recycled paper.
- No individually wrapped condiments (no sugar/sugar alternative packets, no salt/pepper packets, no individual creamers). Use bowls and shakers that can be reused and people can serve themselves. Milk/cream should be in original cartons on ice or in pitcher.
- Eliminate plastic coffee stirrers, paper doilies, straws, or packets of plastic flatware.
- Use sustainable table centerpieces – such as potted plants, local/pesticide free flowers, cut tree branches, candles, or fruits that guests can take home and reuse.
- If you're having a buffet, use smaller than dinner-sized plates for the food. This disincentives people from taking too much food which would then just go to waste.
- Do not use disposable packaging, such as plastic wrap. Aluminum foil can be used if it is washed afterwards so it can be recycled.
- If food is provided from local farms, note it as such. Place small cards in front of the food indicating what it is, from what farm, and where the farm is located.