

# Healthy By Design Event Planning Checklist & Resources

## What makes a quality Environmental Stewardship section?

- Waste is reduced
- A plan is made to recycle
- A plan is made to reuse

## Frequently Asked Questions\*

### How can waste be reduced?

- Provide online registration
- Encourage carpooling
- Print handouts (if needed) double-sided
- Serve water in pitchers/jugs

### How can recycling be incorporated?

- Provide bins to place plastic, glass, paper
- Make announcements on where receptacles are located

*Note:* Some items inevitably won't be recyclable (i.e. certain plastics, used paper plates). See if you can get creative and find alternative ways to avoid using those items!

### How can reusing be incorporated?

- Use the same decorations from year to year
- Collect name badge holders and use at a future event
- Use reusable dishware instead of disposable

### Need more resources?

- Planning Green Meetings: <http://greenmeetings.usfi.com/planninggreenmeetings.aspx>.



\*Note: These are examples to help guide event planners, lists are not comprehensive.