



SUSTAINABLE GREEN EVENTS

Mammoth Lakes Events Sustainable Green Checklist

Please take a moment to review the suggestions below and implement what strategies you feel would work for your event.

Event Communication/Advertising/Printed Materials/Giveaways

- Strive for greater electronic communication with your guests via website, direct e-mails, digital/virtual program guides, social media messaging.
- When printing, consider FSC certified paper with the highest possible post-consumer recycled content and use soy or vegetable-based inks. Don't forget to print your materials on both sides, if possible.
- Create non-dated signs to allow for easy reuse at future events.
- Utilize electronic systems for check-in and/or registration and program information.
- Focus on reducing print materials. When paper is necessary, give attendees the option to refuse copies, recycle, or return unwanted copies at the end of the event.
- Giveaways have minimal packaging and are reusable. Offer event SWAG as optional for attendees rather than "pre-stuffing" conference bags.
- If you provide disposable bags, offer paper bags made from 100% post-consumer waste recycled content rather than plastic bags.
- Communicate your desire to produce an environmentally low-impact event and ask your event-goers to participate in your efforts.

Food & Drink

- Do not purchase or allow styrofoam serve ware or products at your event: styrofoam is non-recyclable.
- Avoid unnecessary disposable items (such as plastic straws and plastic coffee stir-sticks).
- Condiments/sauces/spreads are served in bulk.
- Participants are encouraged to bring their own reusable mugs/cups/flatware.
- Suggestion: participants are incentivized with a discount on a purchase/item at the event for bringing their own reusable items.
- Serve water from a dispenser. Focus on reduction or elimination of plastic water bottles.
- Donate excess food to local food shelter.
- Suggestion: IMACA Food Pantry (Mammoth Lakes) on Tuesdays. Connect with 760-934-3343 in advance.
- Provide vegetarian/vegan options.
- Discuss sustainable food opportunities with event caterer and/or vendors.
- Use items that are made from recycled content (e.g. plates and napkins), or better yet, use reusable dinnerware, flatware, and/or linens.
- For bag or boxed lunches, ensure minimal and recycled/recyclable packaging on all food items and encourage appropriate waste disposal. Consider providing a reusable lunch bag or other reusable container. *(continued on back side)*

VISIT MAMMOTH SUSTAINABLE GREEN EVENTS VISION

As hosts, sponsors, and producers of events in Mammoth Lakes, we are committed to hosting events that strive to follow best known practices for sustainable green events.

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(continued)

Event Waste

- Recycling bins are clearly and conveniently placed adjacent to all trash cans (1:1 ratio).
- Recycling and trash bins are easily identified in busy areas and within close walking distance from where waste is likely to be produced (e.g. near food vendors).
- Clear signage is placed on each bin to indicate what materials go into each bin.
- Ensure each recycling bin has a clear bag and each trash bin has a black bag.

Transportation

- Promote use of public transit, bicycling, walking and carpooling to your event in your marketing materials.
- Provide easy information to ESTA/TOML Town Trolley timetables and routes on your event communication.
- Suggested link: www.visitmammoth.com/visitor-services/eastern-sierra-transit-authority-esta
- Consider using and promoting an event carpooling app, e.g., Ride Amigo, Group Carpool, etc.
- Let attendees know if there will be bike parking, and if it will be secure (e.g. bike valet).
- Identify electric vehicle charging location options to your participants.

Energy

- Implement a no-idling policy for all event vehicles.
- Work with venue managers to ensure that lights and heating/cooling systems are turned off when not needed, and that they meet minimum requirements for comfort, safety, effectiveness and accessibility.
- Educate staff, vendors and volunteers and require that all non-essential lighting, equipment and machines be turned off when not in use and after hours.
- If using generators, look for alternatives to diesel such as biodiesel or solar powered generation and batteries.
- If possible, conserve energy from 4-9 pm when renewable energy generation cannot keep up with demand.

Other

- Highlight an environmental non-profit, school or group's (Scouts) projects or mission and consider donating to their cause.
- Consider using local businesses that are certified in the Eastern Sierra Green Business program. They can be found at greenbusinessca.org or the Shop Green app.