




Working with Vendors

1 Before Your Event

- Look for vendors who have experience with green products and services or are willing to work with you to provide them. Prior to your event, send a message to your vendors describing your efforts to reduce waste.
- Provide incentives and offer preferred placement or reduced fees to vendors who minimize unnecessary packaging and/or use only recyclable products.
- Consider voluntary or mandatory requirements within vendor contracts that will increase the amount of reusable, recyclable, and/or compostable products and reduce the amount of landfill-bound material generated at your event.
- If you are buying only a few items and not working through a vendor, look for products that are green-certified.
- If you have to go with disposables for an event, look to make sure they are compostable, not just biodegradable.
- Educate your vendors and caterers about recycling at your event and provide them with waste and recycling bins so that they can sort their waste.
- List any specific waste management procedures for the event, such as what materials can be recycled and where the recycling collection containers will be located. If possible, provide a site map.

As the event manager, you are in a unique position to control the sustainability at your event.

 **The materials, supplies and products used to produce your event all have the potential for negative environmental impacts. By making environmentally beneficial purchases and by working directly with your event vendors and caterers, you can have a positive impact on the environment.**

 **“Green scene” events save resources and money. They create a positive reputation for your organization, improve the experience for participants and add value to the local economy – all while raising awareness among participants, staff, service providers and the local Rhode Island community about environmental best practices and the benefits of sustainable living.**

2 During Your Event

- Avoid products that cannot be recycled or composted: polystyrene/styrofoam, plastic utensils, plastic or plastic-coated plates and cups and plastic wrap.
- Set up grease recycling for vendors.
- Use compostable food service items & set up a composting service.
- Have monitors check composting and recycling collection stations to avoid contamination and ultimately rejection at a recycling facility.
- Ask caterers to provide vegetarian/vegan options and locally grown/produced, in-season food and that attendees be educated about sustainable foods when served. It's home grown in Rhode Island!
- Ask for sustainable centerpieces where applicable.

3 After Your Event

- Make sure that biodegradable and recyclable items are properly collected.
- Thank your vendors for making a difference and reducing waste at your event!
- Evaluate the success of your "green scene" initiative and summarize "lessons learned" to assist with making improvements in the future.

The Bottom Line

- ✓ *You followed RI law and recycled at your event!*
- ✓ *You improved the presentation of your event.*
- ✓ *Your business told its customers that you care about waste management and the environment.*
- ✓ *No additional labor or costs, you only sorted waste and recycling.*



Green Scene Event/Clean Water Fund
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Green Scene Event is a project of the Clean Water Fund in coordination with the City of Newport. Support for **Green Scene Event** has been provided by the US EPA Region One, The Rhode Island Foundation and the van Beuren Charitable Foundation.

