



# SUSTAINABILITY EVENT PLANNING GUIDE

2015/2016

**Prepared by the UBC Sustainability Ambassadors**

[sustain.ubc.ca](http://sustain.ubc.ca)

**UBC sustainability**



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## Funding

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### Funding Proposal Tips

1. Including sustainable event planning as one of the guiding goals for the event will greatly benefit your proposal for funding.  
<http://www.evergreen.ca/en/funding/proposal-writing-tips/>

### On Campus Funding

1. UBC Student Environment Center  
<http://secubc.com/funding/>
2. AMS Sustainability  
<http://amssustainability.ca/submit/>
3. UTown Grants  
<http://www.myuna.ca/2011/11/utown-community-grants/>
4. Global Lounge Funding  
<http://students.ubc.ca/about/global-lounge#global-fund>
5. Center for Community Engaged Learning  
<http://students.ubc.ca/career/community-experiences/grants-community-projects>

### Off Campus Funding

1. Mountain Equipment Co-op  
<http://www.mec.ca/AST/ContentPrimary/Community/CommunityContributions/ApplyForSupport.jsp>
2. Evergreen  
<http://www.evergreen.ca/get-involved/funding-opportunities/>
3. Vancity  
<https://www.vancity.com/AboutVancity/InvestingInCommunities/Grants/>
4. Vancouver Foundation  
<http://vancouverfoundation.ca/grants>

## Venue

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- Pick a location that is closest to the majority of your targeted audience
- Consider buildings with waste management systems such as a “sort it out” station.
- Heating source (electricity/ natural gas, season: winter/summer) to avoid excess use
- Consider a building with lots of natural light to decrease the amount of electrical lighting used.
- Consider the Greener buildings on campus

# Communication and Marketing

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## Digital Signage

Submit digital signage for access throughout the UBC campus.

<http://digitalsignage.ubc.ca/submission/>

## Poster Submission

1. If you're offering a program or event and would like to have it promoted in residence drop-off posters off at the Student Housing and Hospitality Office located at:

Main Office  
Marine Drive Building #6  
2205 Lower Mall  
Vancouver, BC  
Canada. V6T 1Z4

2. Before submission, sort the posters into pre-counted groups with a residence area name label
3. If you're offering an educational program, workshop or lecture the maximum total is 296 and if you're offering an extra-curricular activity/event then the total number is 44.

## Newsletters

1. Engineering – E-neus:  
<http://www.ubcengineers.ca/services/publications/e-neus/submit-an-article/>
2. Science – Distillation:  
<http://my.science.ubc.ca/distillation-request/>
3. Land and Food Systems:  
<http://reachout.landfood.ubc.ca/contact-us/>
4. Commerce Undergraduate Society:  
<http://www.cus.ca/services/cusunday/>
5. Ubysey  
<http://ubyssey.ca/contact-us/>
6. Global Lounge  
[global.lounge.ubc.ca](http://global.lounge.ubc.ca)

## Other Suggestions:

- Advertise and promote program/ event through social media:
  - Facebook, Twitter, Instagram, etc.

# Materials

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## Invites and Feedback

1. Communicate by phone or email
2. Electronic RSVP
  - Utilize Google Docs Forms or creating a Doodle ([http://doodle.com/en\\_GB/](http://doodle.com/en_GB/))
  - Take into account the special needs of individuals with disability when setting up registration or confirming attendance
3. Collect feedback with an online survey.

## Electronic equipment

Encourage participants to use stairs rather than elevators if possible.

Use electronic screen for signatures, sign in, registration and thank you letters.

Make sure the lights, air- conditioners, or any other electronics are turned off when out of use.

## Gifts

Make sure that the gifts given to participants are durable, minimally packaged, produced or purchased locally and made from recyclable materials.

## General supplies

Look for ways to buy second-hand goods or re-use materials.

Use eco-friendly cleaning supplies.

Encourage people to take their own mugs and containers for food.

## Decorations

Use living plants native to the area or locally grown and harvested flowers that are in season.

Raffle off the decorations as prizes at the end of the event.

Recycle the left-over material for another event or donate them to a local community or group.

## Printing

Consider alternatives to printing conference or event materials.

- Burn on a CD
- Post and share online
- Send to the participants through email
- Projector

If it is necessary to print out the document:

- Print on recyclable paper
- Double-sided
- ENERGY STRAT® certified printer
- Recyclable toner
- Vegetable or soya based inks.

Try to limit the distribution of handout and session notes to those who have a genuine interest or have a necessary need.

# Food and Waste management

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## Food Source Considerations:

1. Consider buying/ordering food in bulk to avoid waste from individual packaging
2. Plan balanced meals (Canada Food Guide: <http://hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>)

### **Grown Locally in BC**

<http://www.getlocalbc.org/where?cn-cat=4>

- UBC Farmer's market
- Select products from Save-on Foods (Wesbrook Village)
- Granville Island Produce at UBC

### **Minimally processed and packaged**

- UBC Farmer's market
- Select products from Save-on Foods (Wesbrook Village)
- Granville Island Produce at UBC

### **Certified Organic**

- UBC Farmer's market
- Select products from Save-on Foods

### **Free run/Pasture raised**

- Certified Fair Trade
- Select products from Save-on Foods

### **Oceanwise Certified/ Sustainable seafood**

<http://www.oceanwise.ca/about/sustainable-seafood>

UBC Farmer's market, select products from Save-on Foods, Granville Island Produce at UBC

## Food Labeling:

3. Ensure all dietary preferences/restrictions are accommodated
  - Label Vegetarian, Vegan, Gluten free, Kosher and/or Halal
  - Take note of food allergies if pre-registration available
  - Consider labelling: Certified Organic, Fair Trade, Ethically produced, and Oceanwise Certified

## Evaluation Tolls

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Use an ECO-report card or a carbon emission calculator as a quantitative measurement to record the environmental impact of your event in a definitive way. With a system like this, it is possible to identify successes and areas of improvement for your event planning process.

<https://calculator.noco2.com.au/acem/loginpage.aspx>



Catering & Other Options:

Sprouts <http://www.ubcsprouts.ca/>

Can prepare snacks with advanced notice

Locally sourced ingredients

Agora <http://blogs.ubc.ca/agora/contact/>

Can prepare snacks and sandwiches with advance notice

Locally sourced ingredients

Sage: <http://sage.ubc.ca/contact/> or 604.822.0429

Caters for breakfast, lunch, dinner, coffee breaks, receptions and events

Prefers groups of 35-450 people

Menu changes seasonally

Participates in Oceanwise

Locally sourced ingredients

Wescadia: <http://www.catering.ubc.ca/contact-us> or 604.822.2018

Caters for breakfast, lunch, dinner, coffee breaks, snacks, receptions and events

Can cater for groups of up to 1500

Biodegradable cutlery and cups

Participates in Oceanwise

Free-run eggs and local poultry

Coffee is organic, fair trade and locally roasted

**N.B.** Confirm number of guests and order food quantities accordingly

Discuss options with the caterers to ensure that preferences can be accommodated

## Food Waste:

1. Set up bins for organization of recycling, compost, garbage
  - **UBC Waste Management:**  
Phone Number: (604) 822 - 9619  
Form Submission:  
<http://www.buildingoperations.ubc.ca/wp-content/uploads/2010/09/EventWMRequestForm.pdf>
  - **Other:**  
<http://sustain.ubc.ca/campus-initiatives/recycling-waste/composting>  
<http://sustain.ubc.ca/campus-initiatives/recycling-waste/sort-it-out>
2. Put up a list/dedicate a volunteer to remind attendees of compostable and recyclable items
3. Choose food with minimal packaging
4. Use non-disposable dishes and cutlery when possible and encourage attendees to bring own containers and mugs during pre-registration. If disposable cups and dishes must be used, choose materials that are recyclable or compostable
5. Set-up a wash station if necessary
6. Choose pitchers of water over bottled water and set-up a wash station if necessary.
7. Distribute leftovers among participants and donate unopened non-perishable food.
  - Greater Vancouver Food Bank:  
<https://www.foodbank.bc.ca/get-involved/food-donations>

## Outdoor Event Planning

Check out these two links for more information on how to make outdoor events more sustainable.

### Concordia University:

Gives tips on setting sustainability goals, hiring a sustainability committee as well as info on looking for green buildings.

[http://sustainable.concordia.ca/services\\_and\\_publications/publications/sustainable\\_event\\_guide/sustainable\\_event\\_guide.pdf](http://sustainable.concordia.ca/services_and_publications/publications/sustainable_event_guide/sustainable_event_guide.pdf)

### City of Vancouver

Begins with sustainability goal making tips and then provides a list of local suppliers and service providers.

<http://vancouver.ca/files/cov/green-events-planning-guide.pdf>



# Social Sustainability Considerations

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*The concept of Social Sustainability encompasses such topics as: social equity, livability, health equity, community development, social capital, social support, human rights, labor rights, place making, social responsibility, social justice, cultural competence, community resilience, and human adaptation.*

*(Source: [http://en.wikipedia.org/wiki/Social\\_sustainability](http://en.wikipedia.org/wiki/Social_sustainability))*

## Venue

1. Ensure venue is accessible and inclusive – wheelchair access, gender neutral washrooms
2. Host event in a location that serves the purpose of the event but also where attendees are comfortable
  - Maximal natural light. Sunlight elevates the energy level of participants.
  - Decorations: Select live native plants as centerpieces and event decoration. Give them away at the end of the event to participants.
  - Try to make your event a scent-free environment.  
<http://riskmanagement.ubc.ca/sites/riskmanagement.ubc.ca/files/uploads/Documents/ShareTheAir2011Vancouver.pdf>
3. Consider choosing a “low-income” destination, instead of a conventional one, to boost the local economy and bring benefits to the area.

## Food

1. Ensure all dietary preferences/restrictions are accommodated
  - Have the option available if pre-registration is required or invites are given out.
  - Advertise on posters or digital signage if applicable
2. Buy local, organic, fair trade where possible, even if it costs a little more (Ethical choices)

## Transportation

1. Encourage public transit by publicizing bus routes/timetables etc  
<http://tripplanning.translink.ca/>
2. Encourage carpooling and event planners to travel with attendees (discourages separate vehicles and provides a safer event)
3. Ensure safety of transportation. Example: if the event is running late, provide information of useful services like SafeWalk on campus.
  - SafeWalk: 604.822.5355
  - Campus Security: 604.822.2222

## Economic

1. Be as inclusive as possible with pricing of events
  - Consider your audience, and what they may be able to afford or not afford
  - Don't assume
2. Be clear with intent of money (where it goes)
  - Be transparent and up-front with information

## Other

1. Make public your commitment to planning events sustainably before, during and after your events.
2. If utilizing volunteers, ensure that the volunteers are well treated and appreciated– provide regular breaks, food and drink, recognition (if possible)
3. Presenters/Guests
  - Involve the larger community in your event who are involved in your target area (if applicable)
  - If your event is taking place on campus, consider inviting a Musqueam elder to do a Welcome at the Opening Ceremonies or Introduction of your event.  
<http://cirs.ubc.ca/about/powerful-musqueam-welcome>  
Contact: First Nations House of Learning at 604-822-8940
4. Outreach is key and engaging to attendees (plus it adds a new dynamic)
5. Partner up with a local/community services to boost the economy of the community

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