

# Richmond Sustainable Event 7 STEP QUICK GUIDE

Follow these 7 steps and host a sustainable event that will benefit the local community, economy, and environment.

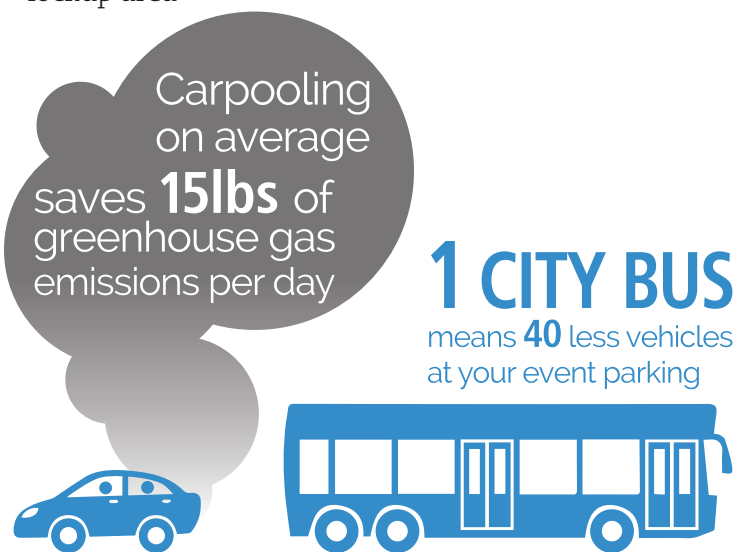
## 1 CREATE A COMMITMENT STATEMENT

- Create a commitment statement addressing your initiative to host a sustainable event. Feel free to make your own statement or you can use the example statement provided in the Resource Kit
- Post your commitment statement online and on promotional advertising
- Communicate your sustainability plan with staff, volunteers and guests



## 5 PROMOTE PUBLIC AND CLEAN TRANSPORTATION

- Advertise eco-friendly transportation options on your webpage
- Suggest participant and attendees take public transportation, carpool, cycle or walk to your event
- Find ways to encourage eco-friendly transportation e.g. better parking for carpoolers or secure bike lockup area



## 2 REDUCE WASTE AND RECYCLE

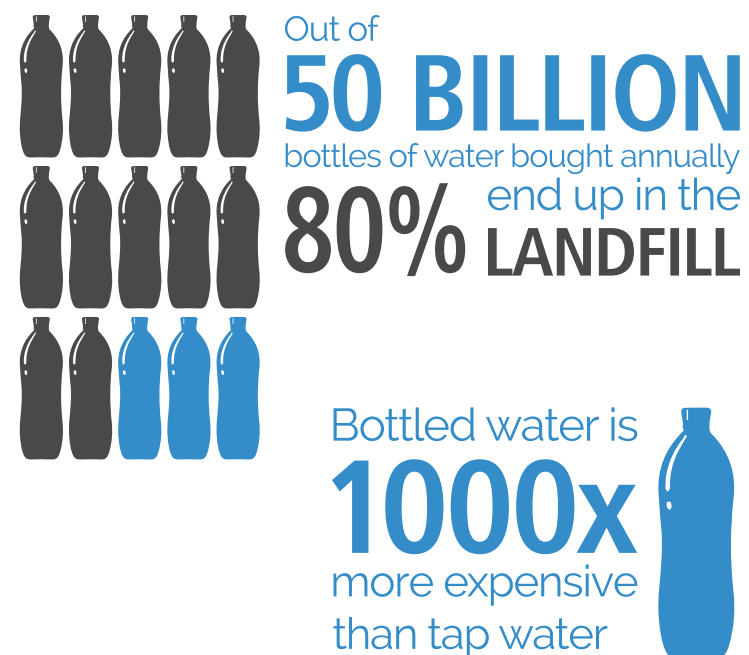
- Develop a recycling and waste management plan with your staff, volunteers and clean-up contractor
- Place recycling, organics and garbage bins in effective locations
- Go Paperless! Communicate with staff and volunteers via e-mail or text
- Promote your event through social media instead of flyers and banners
- If you need to use paper, print double sided and use FSC paper

**80%** diversion of waste from the landfill is Richmond's 2020 goal



## 3 MAKE SMART WATER CHOICES

- Encourage event participants and attendees to bring refillable water bottles instead of plastic bottled water
- Book the City of Richmond's portable tap water station
- Take the necessary treatment precautions before releasing used water back into the environment



## 4 ESTABLISH A POSITIVE LOCAL IMPACT

- Recruit locally for your staff and volunteers
- Prefer local services with sustainable practices and policies while procuring goods
- Donate remaining gear, equipment, and clothing to local charities and organizations

There are over **9000** volunteers registered in the City volunteer system

Over **85,500** total volunteer hours were logged in **2014**

## 6 MAKE SMART FOOD CHOICES

- Buy in bulk and cook to order to minimize packaging and waste
- Consider recyclable or compostable plates, cups, and utensils
- Offer a range of healthy food choices that satisfy different dietary requirements
- Donate remaining food to the Richmond Food Bank

Richmond Food Bank prepares

**1500** meals every week



## 7 SUPPORT SUSTAINABLE ACCOMMODATION

- Use Tourism Richmond to find sustainable hotel choices within Richmond
- Recommend accommodation close to your venue, near public transit options, and has existing sustainable policies and practices
- Include a variety of accommodation options in terms of price range

**2000+** hotel rooms in Richmond are sustainable choices

Hotels with **SUSTAINABLE** practices can save

**1800L** of **WATER** per room each year



## Richmond Sustainable Event TOOL KIT

If you would like to make your event more sustainable but do not know where to begin, the City of Richmond has developed a **Sustainable Event Tool Kit**.

This Kit contains resources offered by the City and other sources to help event planners host more sustainable events.

To access the Sustainable Event Tool Kit, please visit:  
[www.richmondsustainableevent.ca](http://www.richmondsustainableevent.ca)

## PEOPLE, PLANET, PROFIT

### *The Importance of Hosting a Sustainable Event*



Sustainability is more than just “being green”. A truly sustainable event balances environmental, social, and economic responsibilities.

## SUSTAINABLE EVENTS

### CONSIDER:



**People** – Provide a healthy and safe environment, respect human rights, respect diversity, be culturally sensitive and encourage community involvement.



**Planet** – Practice waste reduction, reuse and recycle, be water and energy efficient, use eco-friendly transportation.



**Profit** - Save money through increased efficiency, use responsible procurement, invest in the local economy, and boost innovation.

### ACKNOWLEDGEMENTS

The City of Richmond Sustainable Event Tool Kit and 7 Step Quick Guide have been developed with the Richmond Olympic Oval and in close partnership with the AISTS (International Academy of Sports Science and Technology), in Lausanne, Switzerland.

Using the Sustainable Sport and Events Toolkit originally developed by the AISTS and the Vancouver 2010 Olympic and Paralympic Winter Games as a framework, Richmond developed this guide to help event organisers plan for sustainable small and medium community sized events.

## REMEMBER TO REPORT ON YOUR SUSTAINABLE EVENT!

Completing the Sustainable Event survey allows the City of Richmond to evaluate the practicality and effectiveness of our current resources intended to help event organizers host sustainable events. Through the feedback we receive, the City of Richmond will improve and refine our resources, empowering event organizers to further incorporate sustainable features within their events.

Visit our webpage and complete the survey to become eligible for the City’s *Sustainable Event Champion Recognition Program!*



Complete the survey for your chance to be recognized as a City of Richmond Sustainable Event. With the City’s endorsement your event will gain access to the Sustainable Event Champion logo for promotional use for the following year.



RICHMOND OLYMPIC OVAL

## Richmond Sustainable Event

# 7 STEP QUICK GUIDE

*Better your event,  
Better the community*

a development partner with



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