



SMART EVENT GUIDE

A SMART (Sustainable Materials and Reduce Trash) event is hosted in an environmentally and socially responsible manner. The goal is to reduce the consumption of natural resources, reduce waste to a minimum, limit impacts on global climate and protect biodiversity and human health. It requires responsible, sustainable, decision-making and implementation and can leave a positive legacy for the natural environment and local community.

Skip the Theme:

Themes are cute, but specialized paper plates, streamers, banners and decorations end up in our local landfill or in our streams and rivers. Similarly, many prizes the kids love for a minute end up polluting our environment so consider ways to downsize the plastic prizes. Offer entries for raffles for local companies instead. If you must use balloons, choose balloons made from recycled latex and avoid plastic table-coverings.

Send Electronic Communication:

Try to avoid printed handouts and instead use e-mail, volunteer management tools or electronic invitations to manage registration, announcements and updates. If printouts are necessary, use recycled or eco-friendly paper and print longer documents double-sided. In the emails, encourage attendees to bring their own water bottles and use water-filling stations across the town and to consider ride-sharing to the event.

Use Recyclable Materials:

If possible, eliminate water bottles and other single-serve containers. Reusable water bottles are the best option, but if beverages are necessary please consider bulk water or juice and cups. Investing in reusable plastic cups, which can be washed by a volunteer, or using recyclable cups labeled with a #4 can make a huge impact. If no other alternatives exist, buy beverages in recyclable aluminum cans and glass bottles.

When serving food, consider renting dinnerware in certain situations or, if possible, choose food options which don't require utensils and can be eaten by hand. If you must use disposable dishes, look for biodegradable or recycled paper options. Recyclable aluminum foil, wax paper, and paper bags are also good choices. Don't forget to arrange for the Wellesley Recyclemobile for your event. Simply call the RDF to arrange for dropoff and pickup.

Set up Dual Garbage and Recycling:

Ensure that sufficient and large enough recycling bins are clearly and conveniently placed adjacent to all trash cans. Assigning volunteers to be "waste monitor assistants" is a good idea and always display clear signage as to which products are recyclable.