



Hosting Sustainable Events at the PUD

When hosting an event at Snohomish County PUD facilities, please consider the following suggestions for keeping the utility's environmental stewardship strategic priority in mind as you plan and hold your event.

Pre-Event:

- Make your green commitment
- Plan the event where the most likely attendees are located
- Send out electronic invites only
- Encourage alternative transportation: send link to public transportation, recommend carpooling, and/or offer participation via Skype
- Minimize promotional items and handouts – are they really needed?
 - If so, are they made from recycled materials? Can they be recycled/reused?
- Omit bottled water and drinks (pitchers or dispensers are good alternatives)
- Ask or remind attendees to bring their own reusable cups
- Opt for sustainable food choices (local, organic)
- Use reusable materials/dinnerware/cups, or compostable if reusable not available
- Use natural (plants) or reusable décor; skip the balloons

Day of the Event:

- Look for small ways to conserve energy and water
- Use natural lighting to the extent possible
- Use electronic copies of agendas, presentations, and handouts instead of printing hard copies
- Use whiteboards instead of flip charts
- Verify proper waste bins (garbage, recycle, compost) are present and place them in areas where they are easily accessible and properly labeled
- Have staff facilitate in funneling trash in appropriate bins
- Promote/advertise your sustainability efforts and thank attendees for their sustainability efforts



Hosting Sustainable Events at the PUD

- Collect unused materials and store them for future events
- Be sure that lights/projectors/TVs/etc. are turned off and/or unplugged before exiting event space

Post Event:

- Make sure you save materials that can be reused
- Share leftover food with staff or donate

Looking for compostable products?

Costco Business Center in Lynnwood has compostable plates, utensils, and cups in bulk – they also deliver!