



City of
**Campbell
River**

User Guide for Green Events

The City of Campbell River has a Green City Strategy and is committed to reducing our environmental impact. As a user of City facilities you can help by organizing a green event! Review this guide for suggestions and set a great example by choosing low-impact, environmentally-friendly alternatives.



Discouraged	Encouraged
Disposable plates, water bottles, cutlery, bleached paper napkins, cups, Styrofoam, etc	Reusable dinnerware
Single-use condiment packets	Communal containers
Garbage-only receptacles	Labeled garbage and recycling
Food and drink with non-recyclable packaging	Minimal Packaging
Disposable shipping boxes	Reusable shipping containers
Cellophane wrap	Reusable serving trays/platters
Disposed extra food	Food donation for staff or community group
Non-edible garnishes	No garnishes or edible garnishes
Imported produce	Seasonal, regional produce
Store-bought centerpieces	Natural centerpieces – pine cones, local flowers moss, etc
Excessive lighting	Natural light

During the Event:

Make sure that recycle bins are available. Recycle bins should be monitored for contamination and emptied before they are full. Reusable signage or other notification should inform guests that they are participating in a low-waste event.

Preparing for the Event:

An accurate guest list should be obtained in order to avoid surplus food. Invitations may suggest guests bring their own reusable water bottles, glasses and mugs if they are not available at the event. When building a menu, organic, free range and fair trade ingredients can be sought. Event literature should be projected on a wall or printed double-sided on recycled paper, and where possible, not laminated.