



DENVER

ARTS & VENUES

SUSTAINABLE EVENT PLANNING GUIDE 2020



Introduction

This Sustainable Event Planning Guide is designed to assist event planners and organizers in producing sustainable events at the City of Denver Arts & Venues facilities. This guide will help lessen your event's environmental impact through exploring the initiatives already in place at each venue.

Events across the world are increasingly working to be more sustainable as event producers are discovering the many benefits of sustainable practices, including:

- Saving time and money
- Engaging attendees
- Reducing environmental impact
- Positive messaging around your organization and event

Our goal is to act as a resource and partner for event organizers to promote sustainable practices. Our Sustainable Program Manager and Sustainability Coordinator are available to answer any questions and assist in implementing sustainable practices.

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DENVER
PERFORMING
ARTS COMPLEX





ENVIRONMENTAL POLICY

The City and County of Denver (CCD) is dedicated to working with our partners towards an environmentally, economically and socially strong future. Our organization and employees are committed to sound business practices, policies, actions, and programs that:

- Conserve energy and natural resources
- Prevent pollution
- Meet or exceed all legal requirements and voluntary commitments
- Continually improve, evaluate, and communicate performance

This policy shall be communicated to all employees, individuals working on behalf of or under the direction of CCD or one of its agencies, and others operating on CCD premises. Each is accountable for following this policy and reporting any environmental, health, or safety concern to the Mayor's Office or to management of the applicable CCD agency.



Mayor Michael B. Hancock

Date July 20, 2015

City of Denver Arts & Venues

Sustainability FAQ's

Q: What can be recycled at Arts & Venues' facilities?

A: All Arts & Venues facilities offer single stream recycling. Each recycling bin has an updated sign detailing exactly can be recycled. Generally we accept: ALL paper, aluminum and tin, glass, and plastic bottle or bins #1-6

Q: What can be composted at Arts & Venues facilities?

A: All Arts & Venues facilities offer commercial composting. Each compost bin has an updated sign detailing exactly what can be composted. Generally we accept: wet paper products, ALL food scraps, EcoProducts compostable service ware, anything that says BPI or ASTM Certified Compostable.

Q: How else can my event divert waste from the landfill?

A Option 1: If you're at the Convention Center, you can take items to the Reclaim Room such as vinyl banners, water bottles, unbroken foam core, conference giveaways, and set props

A Option 2: Contact Madeline Dougherty @ 720-865-4219 to discuss opportunities for donations and scrapping. All Arts & Venues facilities scrap left over metal and recycle pallets if they are allowed to be left behind.

Q: Does Arts & Venues provide Post Event Sustainability Reports?

A: Yes, if given advance notice, we can work with your event to provide waste diversion and resource reports after an event.

Waste Bin Signage

Organized by Venue

Denver Coliseum:



Red Rocks Amphitheatre:



McNichols Building:



Waste Bin Signage

Organized by Venue

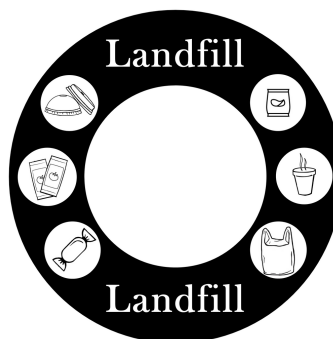
Colorado Convention Center:



Denver Performing Arts Complex:



Sculpture Park:



Sustainable Event Check List:



Leadership and Communication

- Develop a written environmental sustainability policy, signed by an executive or general manager
- Designate at least one staff member to implement your sustainability initiatives
- Set defined environmental performance outcomes for your event and communicate them to suppliers and stakeholders
- Integrate practices early on in the planning process and get your staff and suppliers on board
- Request and track event metrics from year to year and event to event



Waste Management

- Offer online registration
- Replace programs with a mobile app
- Print on post-consumer recycled paper
- Offer event giveaways optional
- Request giveaways that are useful
- Use recyclable cardboard signage instead of foam-core
- Create non-dated signs to allow for easy reuse
- Reuse lanyards and collect post event



Food and Beverage

- Provide bulk water filling stations instead of plastic bottles
- Require vendors to use compostable service ware
- Eliminate Styrofoam
- Provide condiments in bulk containers
- Offer meatless options
- Request leftover food to be donated post-event



Energy

- Educate staff, vendors, and volunteers and require that all non-essential electric devices are turned off when not in use
- Rent equipment that is energy star rated
- If using generators, look for solar-powered alternatives



Transportation / Air Quality

- Instruct all vendors, exhibitors, buses, trucks, etc to adhere to the city's anti-idling vehicle policy
- Promote alternative transportation methods to getting to and from your event such as ride sharing, public transportation, electric scooters, walking, bike riding, etc.

Resources

The following resources and companies can support your event's sustainability goals

Compostable Service Ware

Arts & Venues is proud to partner with EcoProducts to provide clients producing events at our venues with discounted compostable service ware. Using compostable service ware lessens the environmental impact of your event and helps us reach our Waste Management Goals.

To purchase these products at reduced pricing visit:

https://www.zerowasteevents.com/denver_arts_and_venues.html

Once on the site, enter the code: **DenArtVen2020!**

Sustainable Promotional Items and Office Supplies

Purchase promotional items that are responsibly sourced, made of recycled materials, or have other sustainable attributes:

- [Fairware](#)
- [Office Sensei](#)
- [Eco Promotions](#)

Carbon Calculation and Offset Providers

The [VISIT DENVER](#) website has a Free Carbon Calculator for events. This calculate attendee, supplier, and organizer travel, as well as use of the venue. The calculator is connected to the Colorado Carbon Fund which helps to support projects located in Colorado.

- [Colorado Carbon Fund](#)
- [Southpole Group](#)
- [Bonneville Environmental Fund](#)

Additional Resources

- [We Don't Waste](#)
- [TerraCycle](#)
- [Certifiably Green Denver](#)
- [Colorado Environmental Leadership Program](#)
- [Event Industry Council Green Meetings](#)

Contact us!

Any other questions or thoughts? Please feel free to reach out to us!

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