

## ASCE ECB Event Sustainability Venue Guide v1.3

By the ASCE ECB Sustainability Committee

Purpose: This document is to assist in adding sustainable practices into Branch events.

Use: Provide to the venue to complete and discuss. Not all items will apply to all events.

Coordination: It is important that whichever items are selected below, all vendors, volunteers, planners, and participants must be aware of and consistent with the planning and use of such items. This includes:

- Training volunteers on proper procedures (e.g. what & where to compost)
- Educating participants prior to the event and at check-in/arrival on sustainable aspects
- Requiring vendors agree to and understand the sustainable practices

**Please complete applicable sections and return this form to your ASCE event coordinator.**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Venue: \_\_\_\_\_

#1 WASTE	Yes	No	Notes
Do/Can you offer recycling at the venue? <i>Ideally the event space should have recycling offered alongside all waste bins.</i>			
Do/Can you offer composting at the venue? <i>If on-site composting is not in-place, are there restrictions that would prevent a vendor from providing composting, both front-of-house and back-of-house locations?</i>			
Are there screens/information centers available to post event information, directions, and/or instructions? <i>Ideally, such screens should cycle through information and/or provide directional information, to replace printed materials. A central place for printed displays (e.g. standing signage) is desired but not required.</i>			
Can single-use dining-ware be limited or replaced with reusable or compostable alternatives? <i>If food is served, plating, utensils, and other items for eating should not be single-use. Are there restrictions on the ability to have reusable (i.e. washable) items or compostable items (collection bins)?</i>			
#2 WATER	Yes	No	Notes
Are there ample water fountains for drinking at the venue? <i>Indicate approximate number per room or area in notes.</i>			
Are there designated water bottle fill stations available aside from drinking fountains? <i>Indicate approximate number per room or area in notes.</i>			
Does the venue have water-efficient fixtures? <i>E.g. low flow faucets and toilets.</i>			



#3 LOCATION & TRANSPORTATION	Yes	No	Notes
Is the site accessible by bus? <i>Are there adjacent bus stops within walking distance?</i>			
Is the site accessible by bike? <i>Are there adjacent bike lanes or trails?</i>			
Is there bike parking available?			
Are there EV-exclusive charging stations available? <i>In notes, indicate:</i> <ul style="list-style-type: none"> <li>• <i>How many stations and where located on site.</i></li> <li>• <i>Type of chargers available (e.g. "Tesla", "J1772").</i></li> </ul>			
#4 LIVABILITY & NATURAL ENVIRONMENT	Yes	No	Notes
Is there outdoor space for gathering with trees and/or plants? <i>This can include small gardens or open spaces, but should not include entrance areas or areas of major travel that aren't suited for gathering.</i>			
#5 CLEAN ENERGY	Yes	No	Notes
Is natural lighting available? <i>Windows, skylights, or outdoor spaces. These items should not be used in addition to artificial light, but should be to reduce the need for artificial light.</i>			
Does the venue source any renewable energy or have renewable energy credits (RECs)?			
#6 LOCAL RESOURCES	Yes	No	Notes
Are vegetarian, vegan, and/or locally-sourced food options available? <i>Briefly describe in the notes.</i>			
Are seasonal food options available? <i>Briefly describe in the notes.</i>			
#7 OTHER	Yes	No	Notes
Are there any other sustainable or environmentally-friendly aspects of your venue that you would like to provide information on? <i>If so, briefly describe in the notes.</i>			
#8 FOLLOW UP			
Venue Point of Contact for items on this form: Name: _____ Email: _____ Phone: _____			



## Additional Notes and References

### Branding

The opportunities for branding sustainability throughout the event can be worked in to build a following and an understanding of sustainability at every step of the event:

- E.g. sustainability branded reusable beverage cups (RBC)

### Sources and Additional Resources:

1. City of Orlando “Make Your Events Green” (accessed Sept 2022) <https://www.orlando.gov/Our-Government/Departments-Offices/Executive-Offices/CAO/Sustainability-Resilience/Initiatives/Make-Your-Events-Green>
2. City of Orlando “Guide to Green Works for Events” (from above link, and downloaded to ASCE ECB Sustainability Committee drive)
3. City of Orlando “Food Waste” (accessed Feb 2023) <https://www.orlando.gov/Trash-Recycling/Food-Waste>

### WHAT IS COMPOSTING?

Composting is the process of turning kitchen and yard waste into usable, nutrient rich soil through natural decomposition. Inside the composter, organic waste is broken down through a controlled process by micro organisms. By utilizing the correct material, these micro organisms will create a soil product that is incredibly nutrient dense and great for your garden plants.

### WHAT ARE THE BENEFITS?

- Diverts food and yard waste from the landfill, leading to reduced greenhouse gas emissions
- Creates an enriched soil which can be used in your garden
- Suppresses plant diseases and pests
- Saves you money by reducing the need for chemical fertilizer

### COMPOST USE

- Amend your garden soil by working compost into it
- Sprinkle compost on your lawn to foster healthy and robust soil
- Improve the soil around trees and shrubs by spreading compost near the root zone (leave 4” clear around the trunk)

### COMPOST LOCATION

- Place the composter on exposed soil in a dry, shady or moderately sunny spot that is near a source of clean water.
- Use the four provided plastic screws to secure the composter to the ground.
- Make sure it's convenient to get to the composter, as you'll be taking your food waste out often.

## FOOD WASTE PER YEAR



The average American family of 4 loses **\$150 per month** on wasted food. To learn how to prevent food waste visit [orlando.gov/stopfoodwaste](https://orlando.gov/stopfoodwaste)

AT LEAST 1/3 of everything in landfills could have been composted





This list is for guidance; vendor restrictions may vary for acceptable items to compost.

## WHAT CAN I COMPOST?

Composting requires a mix of nitrogen and carbon to create the proper setting for decomposition. Green waste such as food scraps, bring nitrogen whereas brown waste, leaves and paper products, add carbon to the mix.

GREEN	BROWN		"NO" LIST
 <ul style="list-style-type: none"> <li>• Fruit</li> <li>• Vegetables</li> <li>• Crushed egg shells</li> </ul>	 <ul style="list-style-type: none"> <li>• Shredded cardboard</li> </ul>	 <ul style="list-style-type: none"> <li>• Nuts</li> <li>• Shells</li> <li>• Bread</li> <li>• Grains</li> </ul>	 <ul style="list-style-type: none"> <li>• Meat</li> <li>• Bones,</li> <li>• Fats</li> <li>• Grease</li> <li>• Lard</li> <li>• Oils</li> </ul>
 <ul style="list-style-type: none"> <li>• Coffee grounds</li> <li>• Filters</li> </ul>	 <ul style="list-style-type: none"> <li>• Shredded black and white newspaper</li> </ul>	 <ul style="list-style-type: none"> <li>• Yard trimmings</li> <li>• Leaves</li> </ul>	 <ul style="list-style-type: none"> <li>• Dairy (butter, milk, eggs)</li> <li>• Diseased plants</li> <li>• Charcoal ashes</li> </ul>
 <ul style="list-style-type: none"> <li>• Grass clippings</li> <li>• House plants</li> </ul>	 <ul style="list-style-type: none"> <li>• Hay</li> <li>• Straw</li> </ul>	 <ul style="list-style-type: none"> <li>• Wood chips</li> </ul>	 <ul style="list-style-type: none"> <li>• Toxic materials</li> <li>• Non-compostable materials</li> <li>• Cat or dog waste</li> <li>• Litter</li> </ul>

City of Orlando composting guide.

<https://www.orlando.gov/Trash-Recycling/Request-a-Free-Composter/Composting-Guide>

