



Sustainable Events

Take these basic steps to help reduce the environmental impact of your park event!

waste

Provide Recycling

- Provide clearly marked bins or bags for collecting recyclables and organics. Typically separate bins for paper and for metal/glass/plastic (MGP).
- Make arrangements to remove recyclables after event.

Provide Recycling Monitors

- Recruit volunteers to monitor recycling bins to ensure that participants properly dispose of waste and recyclables.

Know What to Throw

- Familiarize yourself with the recycling requirements of DSNY or, if applicable, your private carter, before the event. Refer to [this page](#)¹ care of the NYC Department of Sanitation (DSNY) for a list of what is currently accepted by DSNY.
-

energy & transportation

Use Low Emission or Biofuel Generators

- Use generators that run on biodiesel or other sources of renewable energy. Many vendors/rental companies offer “greener” options and some even offer up to 99% biodiesel generators.

Conserve Energy

- Find creative ways to reduce or eliminate the need for electricity. Use fewer pieces of equipment (i.e. sound, lighting, multimedia, etc.), energy-efficient options and pack smart to reduce vehicle trips.

Promote Alternative Transportation

- Include public transportation directions in all marketing & promotional materials.
- Encourage bicycling to your event. Consider providing a secured bike-parking zone that is accessible and staffed to protect against theft.

Keep Vehicles Out of the Park and Avoid Engine Idling

- Avoid entering the park with motorized vehicles. Park nearby and use handcart to bring in materials.
 - Always turn your engine off when parked. It's the law!
-

¹ <https://www1.nyc.gov/assets/dsny/site/services/recycling/what-to-recycle>

Use Sensible Signage

- If you know the waste that will be produced at the event, you can create specifically tailored signage. If this is not possible for your event, DSNY has some great options available [here](#)². DSNY signage is something all New Yorkers are used to seeing, and provides consistent messaging from home to the park.

Make Reusable Signage

- If hosting an annual or regular event, make reusable vinyl banners or large posters from recycled materials, and don't print the date of the event.

Limit Printed Promotional / Marketing Materials

- Eliminate or strongly limit the use of printed promotional, outreach, and marketing materials by using email, social media, blogs, websites, and other alternative modes.

Use Recycled Paper

- If printed materials are necessary, use a minimum of 30% post-consumer recycled paper.

Publicize the Environmental Measures Taken at Your Event

- Publicize what you've done to reduce the environmental impact of your event. Show your accomplishments on your website or social media. Collect data that measures the impact of your initiatives.

Work Closely with Vendors

- An event is an opportunity to help make your commitment to the environment known, and to challenge your event vendors to consider strategies to reduce their waste. [Remind your vendors what and how they should recycle](#)³ and encourage them to eliminate the use of non-recyclable items such as plastic film and wrap and single-use plastic utensils.

² <http://on.nyc.gov/recycling-materials>

³ <https://www1.nyc.gov/assets/dsny/docs/commercial-recycling-notice-english.pdf>

Clothing

- DSNY has clothing and textile drop-offs across the city, and the [DSNY website](#)⁴ provides not only locations and accepted items for these drop-off locations, but also a list of organizations who accept mail-back donations.

Food

- Nonprofit organizations like [City Harvest](#)⁵ and [Move for Hunger](#)⁶ can help you donate your leftover food to help reduce hunger for those in need.

Materials for the Arts (MFTA)

- MFTA collects books, art supplies, furniture, paper, tools, theatrical production and lighting instruments and so much more for free distribution to nonprofit organizations with arts programming, government agencies, and public schools. Information about donations (and what not to donate) can be found [here](#)⁷.

Recruit Volunteers

- New York is full of folks who are eager to help. Volunteers can be great resources to staff waste stations to help steer event attendees' waste to the correct bin and to raise awareness about waste reduction at your event.

Incentivize at the Event

- You could also consider offering incentives for your attendees to pitch in. For example, in exchange for participants returning bags of recyclable materials to a designated area, you could offer swag that is useful for the event (such as a reusable bag or utensil set) or tickets to future events.

The Earth thanks you for being sustainably mindful throughout your event and daily life! Please let us know if you have any tips or tricks you can share, and we will continue to evolve this document.

NYC Parks Thanks You!

⁴ <https://www1.nyc.gov/assets/dsny/site/services/donate-goods/textiles>

⁵ <https://www.cityharvest.org/programs/become-a-food-donor/>

⁶ <https://www.moveforhunger.org/contact-us/>

⁷ <http://www.nyc.gov/html/dcla/mfta/html/donors/donors.shtml>