

Tips to “Green” your Lean Event

Handouts and facilitation materials

- Capture notes using computer and overhead projector, instead of writing on flip charts and easel pads
- If you need to write on paper pads, use [static cling reusable easel pads](#) instead of large post it notepads and flip chart paper, to reduce paper consumption
- Order [Post-it Sticky Notes made from recycled paper](#), instead of those produced from new trees
- Email files and handouts to attendees before event, so they can review on their computer, and avoid printing the files.

- If you must print paper for handouts, consider the following ([tips provided by Harvard](#)):
 - Print on paper with recycled content (100% ideal)
 - Print only what you need before each day, as things change and may not be needed
 - Print double-sided to reduce paper usage
 - Reduce font sizes, margins and line spacing to reduce paper (while making sure it is still legible)
 - Use print preview options to make sure you don't print pages that are not usable
 - Use soy-based ink to minimize chemicals and toxins
 - Print black and white instead of color, to reduce ink usage

- Conducting a 5S event? Read our [guide for "greening" these types of events](#)
- Explain the "green" benefits you have integrated into the event on the first day

Room Selection

- Select a meeting location with natural light to reduce lighting (electricity)
- Select a room with updated temperature controls and newer HVAC equipment to reduce energy consumption
- Select a room with energy efficient lighting (CFL and LEDs) to reduce electricity usage
- Select a location that minimizes the distance traveled for attendees
- Encourage attendees to carpool, walk, bike or take public transportation to the event in order to minimize vehicle emissions and gasoline usage
- Make sure lights and projectors are turned off when not in use

Food and drinks

- Cater food to avoid having participants leave the event and drive to get food, which also takes longer to get everyone back and started in the event
- Provide healthy snacks in bulk to reduce packaging, instead of individually packaged items, and to keep the energy level high during the event (not a sugar "crash")
- When selecting food options, consider the following:
 - Choose local food catering options, to minimize "food miles" and support the local economy
 - Offer organic food options to minimize fertilizers and chemical usage
 - Offer meat-free (vegetarian) options to reduce the environmental impact of raising livestock
 - Offer buffet style catering to minimize packaging from individual serving options
 - If you order individual packaged items, select options with compostable or recycled packaging to minimize trash to the landfill

- Provide a water cooler for people to refill their water bottles, instead of ordering bottled water, which reduces plastic bottles made from oil
- Provide real silverware and plates instead of disposable and flimsy plastic silverware and styrofoam plates
- Provide cloth napkins to reduce trash, or napkins made from recycled paper
- Provide recycling containers in the room for bottles, cans, cardboard and paper
- Provide a compost bin for leftover food

