

Sustainability Guide: Special Events



The City of Naperville is committed to creating a sustainable community for our residents and visitors. With your support, we can reduce the environmental impact of our events. Please consider incorporating these voluntary sustainable actions into your event.

Sustainability Checklist



Waste Reduction & Diversion

- Group landfill bins with recycle and/or compost bins
- Display proper disposal signage near bins
- Utilize reusable, recyclable, or compostable event materials
- Purchase supplies in bulk and/or select products with less packaging
- Avoid single-use products (plastic cups, Styrofoam containers, straws, plastic stirring sticks, giveaways, etc.)
- If giveaways are necessary, ensure they are useful or recyclable items



Transportation & Accessibility

- Choose an event site that is accessible to guests arriving by foot, bike, or public transit
- Provide attendees with information on public transit schedules, EV charging stations, bike racks
- Ask staff, vendors, and volunteers to turn off vehicles when loading/unloading (no idling)



Clean Energy

- Use solar or alternative fuel generators
- Provide solar phone charging stations
- Power event with renewable energy sources
- Use energy efficient lighting (LEDs)
- Use ENERGY STAR certified equipment to lower energy consumption
- Sign up to contribute to Naperville's Renewable Energy Program (for Naperville utility customers)

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Single-Use Products

What are single-use products?

Single-use products are designed for one use before being thrown away, including items like plastic or Styrofoam cups, straws, utensils, bags, novelty items, and containers.

Why reduce single-use products?

Single-use products are typically made of plastic, which does not degrade and is often not recycled due to contamination. These items are used for a short time but persist in our environment for hundreds of years.

What are the alternatives?

Think about whether these items are truly necessary. If so, consider items made of reusable materials. If this isn't feasible, look for items certified compostable or biodegradable- and offer composting for these items. If recycling is the only option for diversion, look for recyclable plastic (#1 or #2).

Where can alternatives be purchased?

Most restaurant and office supply stores offer reusable, compostable, or recyclable alternatives.



Resources & References

For more information on sustainable event certifications and practices, refer to the following resources:

[Council for Responsible Sport](#)

[Cornell University Sustainable Event Checklist](#)

[City of Orlando Guide to Green Works for Events](#)

Thank you for helping the City of Naperville be a leader in the field of sustainability.



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