



# Event Planner Guide: SUSTAINABLE EVENT



Hyatt properties strive to incorporate sustainable practices into daily operations. Please refer to each hotel's sustainability factsheet for initiatives that are already in place. Beyond these practices, hotel teams are eager to work with event planners and customers to meet your objectives. Here are typical sustainability considerations for meetings and events. Please note that practices may vary by hotel.

#### PLEASE BE AWARE:

- Outdoor balloon releases are prohibited, as is any use of endangered animals for entertainment or decoration
- Should there be animal-related entertainment at the property or a property-supported venue, appropriate animal welfare and wildlife protection procedures are required. We reserve the right to decline bringing in animals to the property

#### HERE'S WHAT WE CAN DO FOR YOU:

- Send event, planning and pre-con materials in digital format only
- Provide paper and pens in a central location rather than at each seat
- Provide recycling bins in event spaces
- Set meeting room temperatures to your attendees' preference
- Serve plant-forward meals
- Self-service water or infused water stations are available options for guests and meeting attendees.
- Supporting digital signage and offering Hyatt Apps to help enable a paperless meeting

#### HERE'S WHAT WE CAN DO TOGETHER:

- Provide information such as public transit, mobile key entry and location of water refill stations to include in a Know Before You Go to attendees
- Identify options for reducing food waste that meet your event's needs
- Avoid bottled water by providing water stations
- Explore options to further avoid single use items
- Arrange volunteer events for attendees
- Plan weather-appropriate outdoor events when possible
- Utilize the Hyatt Planner Portal to streamline communication
- Suggest lower-impact options for centerpieces and decor

#### HERE ARE ADDITIONAL STEPS YOU CAN TAKE:

- When printing materials, use recycled content or Forest Stewardship Council (FSC) certified paper products. Print locally rather than shipping when possible
- When shipping materials, use packaging that is recyclable or compostable at the receiving location
- Choose gifts like experiences, points, donations, or carbon offsets
- Collect lanyards after the meeting for future reuse
- Use a mobile app for session materials and reduce paper
- Consider centerpieces and décor that can be reused such as digital backdrops and plants instead of cut flowers
- Use a local vendor for exhibits
- Favor digital or reusable signage
- Arrange carpooling