



TIPS *for* GREENING *your event*



Choose a sustainable venue like our certified Gold LEED® Music City Center. Our trained staff members are experts in planning green meetings that will satisfy all your needs. Contact our Sustainability Coordinator at 615.401.1453.

Establish a commitment to sustainable practices and post it on your conference's website.

Encourage attendees to register on-line and confirm registration via e-mail when possible.

Recycle or reuse paper inserts and plastic badges.

Reduce paper usage by printing double-sided copies for conference agendas and/or programs.

Print marketing and registration materials on recycled paper using soy-based ink.

Promote electronic distribution instead of printed handouts to reduce paper usage; contact our Technology Department (615.401.1439) for more details.

Encourage the use of electronic presentations and flash drives handouts to eliminate paper waste.

Utilize the 108 flat screens placed throughout our facility to promote your event instead of using printed signage on easels.

Use environmentally friendly office equipment on-site.

Encourage recycling and composting within the meeting.

Incorporate renewable materials such as bamboo into booth design and use LED or energy-efficient lighting.

Contact our sustainability coordinator about donating leftover materials and supplies at the end of the show.

Avoid dating promotional items such as goodie bags and signage. Overages can easily be taken to the next meeting or event.

Ask our Catering Sales Manager about serving local food to your guests that promotes your sustainability effort.



BOOK YOUR NEXT GREEN EVENT AT THE MUSIC CITY CENTER!

Contact our Sales Department at: 615.401.1400



GREEN TRAVEL Tips!

Before You Leave Home

1. Turn off any unnecessary lights
2. Unplug any unnecessary appliances or electronics
3. Have your mail or newspaper delivery suspended
4. Set your thermostat and water heater at low settings so that energy isn't wasted while you are gone

By Plane:

1. Do your research! Choose an airline that uses sustainable practices in their operations such as fuel conservation practices, alternative fuels recycling programs and healthier food options for passengers.
2. Produce less waste by purchasing electronic-tickets for airline travel whenever possible.
3. Book a direct flight. A significant percentage of a plane's carbon emissions come from take-off and landing.
4. More luggage means a heavier plane, which requires more fuel to be used - so pack light!

By Car:

1. Make sure to properly inflate your tires. The EPA estimates that properly inflated tires can increase fuel efficiency by 3-5%.
2. If renting a car, rent a fuel efficient vehicle. Fuel efficient vehicles can reduce the amount of fuel consumed during your trip and save you money.
3. If more than one person is attending from your venue or community, travel with your team in a single vehicle rather than multiple vehicles in order to reduce the amount of fuel consumed and CO2 produced.
4. Avoid accelerating fast, hard braking and speeding. Any drastic changes to your speed increase the amount of fuel consumed during your trip. Try to maintain a smooth speed at the speed limit

Getting There

While You Are Here

1. Ask your hotel what they are doing to stay green. Participate in towel reuse and recycling programs, make sure your lights and TV are turned off when you are not in the room, and leave unopened shampoo, soap and other items in the hotel.
2. Visit Nashville businesses that sell local goods and serve healthy and sustainable food.
3. Walk, bike or use public transportation to get around town. Visit <http://www.walkbikenashville.org/> for more information.
4. Grab only the maps and brochures that you will actually use. If in a large group, share brochures whenever possible.

At Your Conference

1. If available, use your event's mobile website to register and download event schedules and conference handbooks which will reduce the amount of paper you consume during the event.
2. Use digital equipment such as tablet computers and smart phones to further reduce the need for notepads and pens.
3. Use a refillable water bottle throughout the conference.
4. Recycle! Labeled recycling bins are located throughout the Music City Center.