

## **Reducing Bottled Water at Meetings and Events:**

- 1) Commit to reducing or eliminating bottled water at meetings and events. Organizations are encouraged to sign the [Year of Clean Water Pledge](#) to demonstrate their commitment to reduce/eliminate plastic water bottles at meetings.
- 2) Provide information in meeting/event communications and promotional materials highlighting your commitment to reducing/eliminating bottled water. Inform attendees that bottled water will not be available and encourage them bring a reusable bottle with them to the meeting/event.
  - a. Below is an example message to include in communications:  
Please Note: [Organization Name] has commitment to reducing/eliminating bottled water consumption at meetings and events. If possible, we encourage you to bring a reusable water bottle with you to the meeting and we will have tap water available if you would like to fill up.
- 3) At meetings and smaller events, serve water in pitchers or large coolers. You will save money and time by avoiding an extra trip to the store. If possible, provide guests with reusable cups or glasses, rather than disposable options.
- 4) When hosting a catered event, find a caterer willing to work with you to reduce/eliminate plastic bottles at the event. Most caterers are able to offer beverages served in pitchers or coolers for events.
- 5) For events with outside food vendors and exhibitors, include in vendor/exhibitor agreements information prohibiting (or strongly discouraging) the sale or distribution of bottled water at your event.
  - a. Below is an example message for vendor/exhibitor agreements:  
Please note: As part of [Organization Name]'s commitment to reducing/eliminating waste and bottled water consumption, the sale of bottled water is prohibited at this event. If appropriate, vendors and exhibitors are welcome to provide tap water to event participants. Any vendors or exhibitors found to be selling or distributing bottled water at this event may not be invited to participate in future events.
- 6) For larger events (500+ people), have water stations throughout the event for attendees to get water or refill their reusable water bottle. See the [ZeroWasteNEO Event Guide](#) for a list of bulk water suppliers in the Cleveland area.
- 7) Create incentives for event participants to bring reusable bottles to your event. If possible, consider offering discounted admission, a special prize or free refills for attendees that bring their own water bottles.
- 8) Provide educational information before and during the event on the benefits of using reusable bottles over disposable options. The City of Cleveland Division of Water has a useful infographic on the economic, environmental and health benefits of drinking tap water over bottled water.
- 9) Purchase reusable bottles as giveaways at events. Short on funds? Consider finding a sponsorship to cover some or all of the cost of reusable bottles.
- 10) Communicate your commitment to reducing or eliminating bottled water and successes from your events. Your leadership in promoting clean water and waste reduction will serve as an example to others in the community and hopefully encourage others to follow suit. If you have signed the Year of Clean Water Pledge, consider using the [Bottled Water Impact Tracker](#) to track your success throughout the year.

