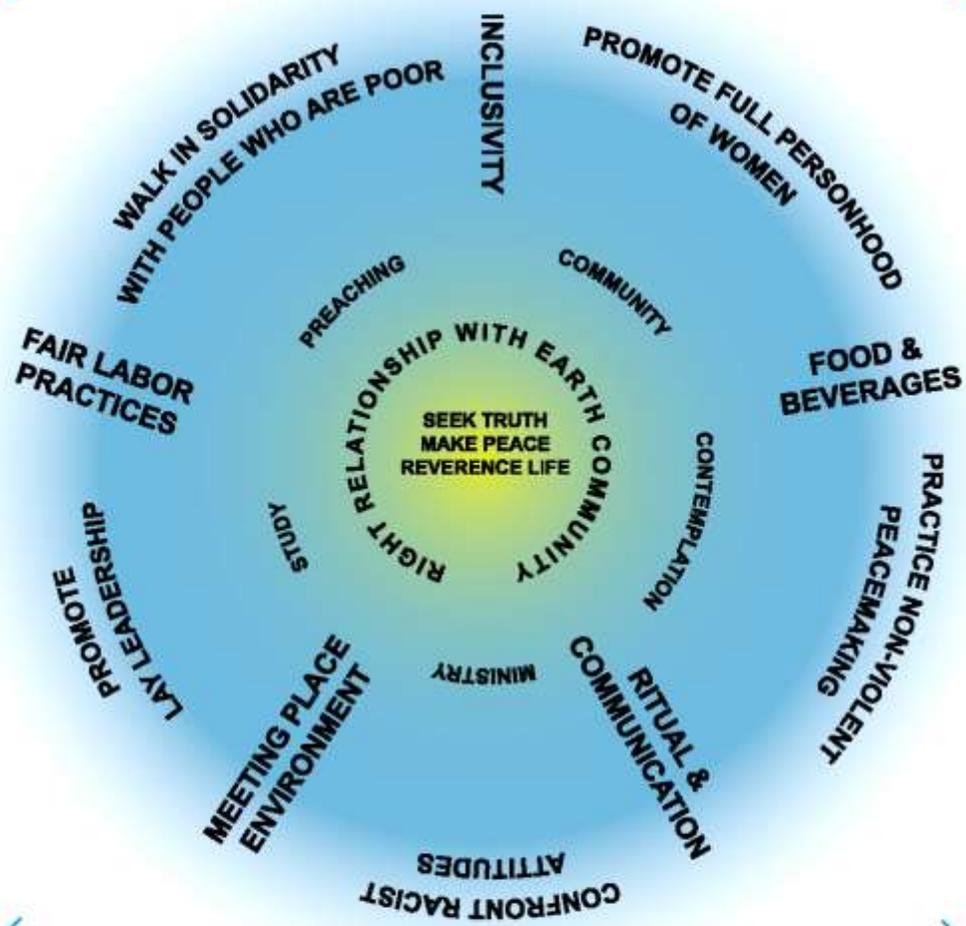


*Stirred by the Wisdom of God ...*



## Guidelines for Event Planning

The questions below present guidelines for implementing our VISION in very practical ways. They may be used in planning events or gatherings for ourselves or others, a way of keeping us mindful and sensitive to right relationships. Depending on the situation, some may be more achievable than others.

### **Meeting Place Environment**

To what degree do we

- gather at places that use energy-efficient electronics/appliances, lighting, heating, and air-conditioning (e.g., timers or sensors)?
- gather at places close to public transportation (buses, subway, shuttle to airport) or promote car-pooling?
- gather at places that maintain sustainable practices, such as promoting recycling, using non-toxic cleaning materials, encouraging guests to refrain from requesting daily changes of linens and towels? Do we assign an individual or group to oversee recycling, as needed?
- use chlorine-free paper, minimize use of colored paper, and, whenever possible, minimize use of paper by copying on both sides and asking people to share copies?
- keep decorations simple, reusable and made from natural items such as homegrown flowers and beeswax candles?

### **Food and Beverages**

To what degree do we

- use available local food sources?
- use organically grown food?
- use fair trade and/or local food cooperative beverages and snacks such as coffee, tea and chips?
- use alternatives to bottled water and soda?
- avoid serving a boxed lunch that uses paper and plastic rather than providing a buffet lunch?
- use china and silverware or biodegradable tableware rather than Styrofoam, paper or plastic and/or request that participants bring their own mugs?

### **Ritual and Communication**

To what degree do we

- use inclusive, non-violent language throughout prayer, ritual and in all communication aspects of the gathering?
- avoid images of dark, black or night to connote evil, sinful or negative images?
- avoid the use of militaristic language such as being in the *trenches*, *shooting* an email to someone, using *bullets* in a listing, providing *training* workshops, *killing* two birds with one stone, *targeting*, *strategizing* . . .?

### **Inclusivity—People at the Table**

To what degree is

- the facility accessible to people with physical impairments (parking, entrance ramp, elevator, bathrooms, handrails, low water fountains and telephones, wide doors and corridors)?
- the facility open and welcoming to people from various cultures and economic conditions?
- our decision-making informed by the struggles of people and planet?

### **Fair Labor and Discrimination Policies—People at the Table**

To what degree do

- those contracted for services promote the protection of human dignity and human rights including fair labor practices (e.g. the right to organize, adequate benefits, prohibition of child labor, code of conduct for protecting children from sexual exploitation, safe working conditions, empowerment of employees through staff development and participatory decision making, including management and board membership)?
- those contracted for services denounce discrimination related to hiring, wages, promotions and governance due to prejudices in the areas of gender, age, race, religion, culture, ethnicity, disability, sexual orientation or political affiliation?
- the clientele and employees of the facility reflect gender and cultural diversity?

### **Resources:**

Green Guidance: How to Plan Environmentally Responsible Events, offers a variety of tips for holding environmentally friendly events. Can be ordered via email ([womendivdc@igc.apc.org](mailto:womendivdc@igc.apc.org)), by phone (202-488-5660) or by mail (Office of Environmental Justice, Women's Division, United Methodist Church, 100 Maryland Avenue, NE, Box 56, Washington DC 20002).

The Green Earth Office Supply <http://greenearthofficesupply.stores.yahoo.net/furniture.html>  
Order biodegradable tableware (plates, knives, forks, spoons, cups for both hot and cold).

Eco-Wise <http://www.ecowise.com/index.php?cPath=22&osCsid=80287954268005645f691fa8697e6926>  
Visit this on-line “earth-friendly-everything” store to order biodegradable tableware.

Carbon Footprint [www.carbonfootprint.com](http://www.carbonfootprint.com)  
Measure your carbon footprint and learn about ways to reduce it or offset what you can't reduce.

Fair Trade Federation [www.fairtradefederation.org](http://www.fairtradefederation.org)  
Create a just and sustainable economic system with the assistance of this organization. The website offers a search engine to locate fair trade products.

The Code of Conduct for the protection of children from sexual exploitation in travel and tourism. [www.thecode.org](http://www.thecode.org)  
Become knowledgeable about The Code and ways to become more involved in protecting children.

Vision Integration Connecting Circle  
Guidelines for Event Planning  
Feedback Form

Duplicate as needed.

Name \_\_\_\_\_ (Individual and/or Group)

Event \_\_\_\_\_ Number of Participants \_\_\_\_\_

1. The event planning guidelines are clear and understandable.

Strongly Agree       Agree       Neutral       Disagree       Strongly Disagree

Comments:

2. The guidelines provide useful information that increases awareness about planning Earth-friendly events.

Strongly Agree       Agree       Neutral       Disagree       Strongly Disagree

Comments:

3. Which of the resources, if any, did you use in planning the event? Please list and comment on their use.

4. What additional resources do you recommend?

5. Any additional comments?

**Please return to: Rose Wilson • Adrian Dominican Sisters • 1257 E Siena Heights Drive • Adrian, Michigan 49221-1793**  
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