



## Water Stewardship at Your Event

### A practical checklist for planning more water-conscious gatherings – big or small

#### Before the Event

- Choose a water-smart venue
  - Ask if the venue uses water-efficient fixtures (low-flow taps, dual-flush toilets)
  - Prefer venues that use non-potable/recycled water for landscaping or cleaning
  - Select outdoor venues with drought-tolerant/native gardens
- Communicate your water values
  - Include a note in invitations or programs about your commitment to water stewardship
  - Encourage attendees to bring their own refillable water bottles
- Plan a responsible menu
  - Offer food with a lower water footprint (e.g. plant-forward, locally sourced, seasonal)
  - Avoid high-water-use items like beef or imported bottled drinks if possible
  - Minimize single-use packaging and provide portion control options



#### During the Event

- Provide free and accessible water refill stations
  - Use labelled jugs, dispensers, or tap refill areas
  - Ensure cups or refill bottles are available if needed
- Educate and engage
  - Display signs with fun water facts or how your event is reducing water impact
  - Offer tips on how attendees can save water in their daily lives
- Reduce food and beverage waste
  - Confirm final numbers with caterers to avoid excess
  - Provide compost or food rescue options for leftovers
- Be leak-aware
  - Check taps, toilets and any temporary infrastructure for leaks before and after the event
  - Ask venue staff to monitor for unexpected water use



#### After the Event

- Track your water actions
  - Record what water-smart actions you took
  - Share lessons with your team or attendees
- Celebrate & share
  - Post photos or reflections on what you did to care for water
  - Inspire others to follow your lead using hashtags like #WaterStewardshipFuture or #EveryDropCounts

