TIPS FOR EVENTS IN LSA

SAVING ENERGY

Host the event during regular (unlocked) hours.

LSA has building-specific regular or unlocked hours, scan the QR code to view these hours. Scheduling your event during these hours ensures that our air handling units can shut down at night to save energy. A pilot of adjusted building hours in LSA saved over $100,000 in energy costs over the holiday break in December '23 - January '24.

Choose the right-sized space for your event.

We always recommend that you create an RSVP for your event to have a rough attendance estimate. By doing so, you can understand what size room you need, i.e. for an event of 45 people, choose a room with a capacity of 60 rather than 100. This will optimize equipment operation and possibly reduce noise.

Get to your event early.

By arriving early to set up for your event, you can ensure that the temperature, lighting, and technology are all working correctly. For any issues, please submit a TDX ticket or contact the building facilities manager, using the QR code.

SETTING EXPECTATIONS

Set the level of formality.

Who will be at this event? Will there be external guests? What is the purpose and intention of this event? Where and what time will the event be? Will there be food? Are there extra technology needs?

Many of your regular event planning choices are opportunities for sustainability. Check out the graphic from the Office of Campus Sustainability below about the impact of your choices.

M | LSA SUSTAINABILITY — UNIVERSITY OF MICHIGAN

M PLANET BLUE — UNIVERSITY OF MICHIGAN

M | LSA FACILITIES AND OPERATIONS

Before Event ("embodied" impact)	At Event	After Event
• Growing/raising food • Processing food • Transporting food • Building • Other electricity usage • Creating of swag & decorations • Transportation of swag & decorations • *Transportation of guests *flying**	• **Decorations** • **Food (Low Carbon)** • **Disposal ("Zero Waste")** • Supplies • Swag • **Heating & Cooling of Building** • Electricity Usage	• Food disposal • Return any rentals (transportation & people) • Disposal of swag • Landfill • Recycling system • Compost system

Let your attendees know!

biggest impact you can have

what your guests notice

The actions highlighted in green have the largest impact because they are often energy and carbon intensive. Flying speakers in has a larger impact when compared to virtual speaker sessions. Selecting event spaces during regular building hours has a smaller impact as heating and cooling systems are already in use. These impact are often not noticeable at events, let your guests know why you're doing certain things!