[DATE]

[NAME]

[TITLE/POSITION]

[INSTITUTION/ORGANIZATION]

**RE: ECO-FRIENDLY PRACTICES FOR EVENTS**

Dear Mr./Ms. [NAME]:

I was one of the participants of the recently concluded [NAME OF EVENT] in [LOCATION] on [DATES]. [IF APPLICABLE: Congratulations for a well-attended event.]

I am writing to express my concern about the volume of non-biodegradable wastes that the event produced. [EDIT BASED ON EXPERIENCE: All t-shirts and other giveaways were individually wrapped in plastic. Meals were served in Styrofoam/plastic packaging, with plastic utensils. Bottled water was distributed to all participants. Meals were wrapped in cling wrap. Drinks were served in disposable plastic cups. Coffee, along with the sugar and cream, was served in sachets with disposable stirrers. Straws were served with every drink. There was a lot of leftover food from meals.] [IF APPLICABLE: The event was being branded as a program for environmental conservation. The careless use of disposable items goes against the very advocacy you were trying to promote.]

[INSERT PHOTOS FROM THE EVENT]

In 2015, a scientific study named the Philippines as the third on the list of countries dumping plastic in the ocean. If we continue business as usual, it has been predicted that there would be more plastic than fish in the ocean by 2050. This is not the future we want for ourselves and for future generations.

In this light, I urge you to consider the following changes in future events:

[EDIT AS APPROPRIATE]

* Use double-sided printing for handouts
* Use scratch paper for attendance sheets and/or other sessions
* Avoid putting dates on signs and tarps so they can be reused in future events
* Avoid excess packaging by informing suppliers not to individually wrap items such as shirts, lanyards, tote bags, etc.
* Require participants to bring their own reusable food containers (*baunan*) and utensils for their meals, and jug/tumbler for their drinks. Paper cups and paper utensils are not the best alternatives because they are lined with plastic or wax to prevent the contents from leaking.
* Require the catering company to use non-disposable plates and utensils
* Provide straws only upon request or for participants with medical needs
* Serve brewed coffee or instant coffee in bulk containers or glass jars, which are recyclable
* Serve sugar, cream, soy sauce, ketchup in glass jars, which are recyclable
* Use reusable teaspoons as stirrers
* Put metal covers over meals

We hope that our well-intended suggestions merit your consideration.

Yours truly,

[NAME]

[CONTACT INFO]