



Refill McGill

Guide for Event Planners

A comprehensive guide for events of all sizes and locations at McGill to better understand how they can avoid single-use plastic water bottles.



Refill McGill. Context & History.



McGill has announced that it will phase out the sale of single-use bottled water over the coming year. By May 1, 2019, non-carbonated water will no longer be sold in retail and vending machine locations on the downtown and Macdonald campuses. The University also plans to work with event organizers to reduce the use of bottled water at McGill events. For more information about the ban on bottled water, simply click [here](#).

March 21, 2018

On World Water Day, McGill officially announces that it will begin the phase out of single-use plastic water bottles.

September 2018

The university begins to work with events to reduce plastic waste, including large-scale orientation events such as Discover McGill.

December 2018

Over half of the new refill stations that the university committed to installing are completed.

May 2019

Single-use plastic water bottles are no longer available for purchase from on-campus vendors.

Refill McGill. Indoor Events.



1 Events with <100 people

While these events may not appear to generate a lot of waste, when combined they make up a large percentage of the events that happen at McGill every year. These events include small student wine and cheeses, staff workshops, panels, etc.

1. If you are hiring a caterer, ensure that they offer water bottle-free options, which could be as simple as bringing pitchers and glassware. A list of McGill approved caterers can be found [here](#).
2. If your event is handling the catering yourself, you may want to approach the [Plate Club](#) to rent reusable dishware, and serve water out of pitchers.
3. Make sure you are communicating to attendees that you are water bottle-free. You can encourage attendees to bring their own water bottle.

2 Events with >100 people

While larger events may seem more challenging logistically, many of the same strategies outlined above will work on a larger scale as well. Here are some tips and tricks for providing water to even more people.

1. Learn about your venue, and where water is available throughout the building. By learning where water fountains are, or points where pitchers can be filled, volunteers can easily direct attendees. Contact the McGill Office of Sustainability for a map of refill stations at McGill.
2. Water carts can also be rented from [Special Events](#) and brought into certain McGill buildings. These carts have multiple spouts to easily fill up glasses or bottles.

Refill McGill. Outdoor Events.



3 Events with <100 people

Outdoor events offer an additional challenge, as taps and fountains are often not readily available. This means that not only do you have to provide a way for attendees to get water, you need to provide the water source as well.

1. One of the easiest things that you can do as an event planner is to simply remind attendees to bring their own water bottle. Especially for shorter events, this is often sufficient.
2. Pre-filling a few [water jugs](#) will provide an alternative option to those who don't have water bottles already filled.
3. If it is necessary to provide cups, compostable paper cups are the preferred option! You'll need to rent compost bins, which can be obtained by contacting [Compost Montreal](#).

4 Events with >100 people

McGill hosts a number of large scale outdoor events, particularly to welcome new students during orientation week. These include Discover McGill, Frosh, Off-Campus Connects, and more. While these events may pose the most difficult challenge in terms of providing water, there are still strategies to employ.

1. Water carts can be rented from [Special Events](#) and they allow people to easily fill up glasses or bottles throughout an event.
2. Providing reusable water bottles to all attendees is a perfect option to ensure all attendees have a bottle, and while this may seem expensive, the cost can be offset through sponsorship.
3. Remind event attendees to bring their own water bottle if possible.

Refill McGill. Resources.



To find further information, please consult the links below:

- [McGill Approved Caterers](#)
- [Plate Club](#)
- [Special Events](#)
- [Compost Montreal](#)
- [McGill Reporter Article](#)
- [Back2Tap Event Guide](#)
- [Ban the Bottle Facts](#)

Thank you for making your event more sustainable and accessible for all!