

# GREEN EVENTS GUIDE

01

## EVENT PROMOTION

1. Digital promotion: college calendar, e-invites, social media & email
2. If printing is necessary: use recycled paper, print double sided, consider quarter sheet flyers.
3. Large-scale posters are printed/mounted on cardboard, not foam core
4. Banners should be durable and intended for year-to-year use



02

## FOOD AND CATERING

1. Use Green Catering Guide
2. If using outside vendor:
  - a. choose a local restaurant over a food truck
  - b. offer a plant-forward menu
  - c. purchase seasonal, local, organic produce
  - d. purchase free range or humanely raised meats and dairy
  - e. use fair trade products like coffee, bananas, chocolate
  - f. purchase party sized bags of chips, candy, etc. instead of individually wrapped
3. Serve food on reusable, communal platters
4. Offer food that doesn't require plates or silverware, such as hors d'oeuvres
5. Encourage guests to bring reusable cups, utensils, plates, take-out containers, etc.
6. Request pitchers for drinks rather than bottled options
  - a. if individual drinks are a must, choose aluminum cans over plastic
7. Offer bulk containers for condiments rather than individually wrapped options
8. Ask guests to RSVP to minimize food waste
9. Donate leftover food

03

## GIVEAWAYS

1. Only have giveaways if they serve a purpose
2. Ensure they're made from sustainable materials: cloth, bamboo, glass, etc.
3. Items are long-lasting: 3+ years of use without need for replacement. Skip printing the year and/or event name
4. Apparel is made from organic and/or recycled content materials





04

## DECORATIONS

1. Use reusable materials: nametags, centerpieces, etc.
2. Skip single-use items: balloons, plastic tablecloths, etc.



05

## WASTE

1. Coordinate composting for your event with the Office of Sustainability
2. Arrive early to ensure waste bins are appropriately placed and labeled
3. Show guests where each item should be disposed
4. Save take-out containers for future use (at home, in your office, for people to take leftovers home, etc.)

06

## TRANSPORTATION

1. Consider locations near public transportation
2. Provide directions, listing public transit routes first
3. Offer virtual participation
4. Encourage walking, biking, skateboarding to the event



07

## VENUE

1. Choose an outdoor location or one with good natural light to reduce electricity use
2. Going off campus? Look for LEED certified buildings



08

## ADDITIONAL RESOURCES

1. Waste sorting signage
2. Full Green Events Guide
3. List of Sustainable External Caterers
4. Green Disposable Dishware
5. Helpful Contacts
  - a. Sustainability Coordinator: Hayley Berliner