

Before the Event

Complete?

Venue

Event is outdoors or in a room with good natural lighting

If off-campus, venue is LEED certified or committed to sustainability

Minimize excess travel by allowing remote participation

Encourage alternative travel, i.e. walking, biking, public transit

Coordinate composting services for food waste

Complete?

Promotion

Promote digitally through EMS, social media, email, digital signage

Use word of mouth and ask campus partners to spread the word

If printing, use recycled content paper, and print double sided

Banners should be durable and intended for multi-year use

Complete?

Food and Catering

Use Chartwells to cater, follow [Green Catering Guide](#)

If using outside vendor, check out [Sustainable External Caterers List](#)

Choose a plant forward menu with seasonal, local, organic produce

Choose food that doesn't require utensils or plates, like hors d'oeuvres

Ask guests to bring their own reusable utensils, mugs, tumblers, etc.

Request pitchers for drinks instead of individual bottles

Ask guests to RSVP to minimize food waste

During the Event

Complete?

Decorations

Use reusable nametags, collect them at end of event

Use reusable centerpieces, or items guests can take home (i.e. fruit)

Skip the balloons

Skip plastic tablecloths, request linens

Complete?

Giveaways

Only give out items that serve a purpose or function

Items are made from sustainable materials (i.e. cloth, bamboo, glass)

Items are long-lasting (not dated, can be used for 3+ years)

Apparel is made with organic and/or recycled-content materials

Complete?

Waste Management

Waste bins are appropriately placed and labeled - [signage here](#)

Welcome guests and indicate where each item should be disposed

Consider having a volunteer help guests sort their waste

Complete?

Discussion

Explain the sustainable efforts made at the event

Encourage guests to participate by composting, recycling, etc.

Ask for feedback on how the event could be more sustainable

After the Event

Complete?

Decorations & Giveaways

Collect nametags and other reusable decorations

Encourage guests to take home anything you can't reuse

Make sure guests know their giveaways are sustainably made

Encourage guests to only take giveaways if they will use them

Complete?

Food and Catering

Encourage guests to take home leftover food

Donate any remaining leftover food

Take note of how much leftover food there was to inform future ordering

Keep any take-out containers to use again

Complete?

Waste Management

As people leave, ensure they are disposing of waste appropriately

Take note of what was wasted, consider what you can change for your next event to reduce waste

Properly dispose of any remaining waste

Complete?

Miscellaneous

Collect promotional materials for reuse

Gather all leftover materials for reuse

Consider how to make your next event more sustainable based on what you learned from this event