

Green Event Guidelines

When hosting an event on or off campus, use this guide to implement green event strategies.

A green event consists of the following:

- The event takes place at the University, has an option for virtual attendance, or carpool/mass transit is provided and/or encouraged.
- Large beverage serving containers are provided in place of individually packaged drinks (i.e. single-use water bottles, soda cans, etc.)
- Utilize buffet or family-style meal options instead of boxed or individually packaged meals.
- Vegetarian and/or vegan meal options are provided.
- Either reusable dishes/utensils are used, or dishes/utensils incorporate recycled, plant-based, or rapidly renewable materials (no styrofoam).
- If food is being catered by Sodexo, work with them to get food waste composted and ask that all of the food isn't put out on the line right away to ensure the Food Recovery Network (FRN) can recover any uneaten food.
- Recycling bins are present with appropriate signage to reduce contamination.
- Use non-glossy 100% recycled content paper for event marketing. To reduce paper usage, utilize double-sided printing or go paperless.
- SWAG/giveaways are reusable and/or incorporate recycled, natural, rapidly renewable, sustainably sourced, or upcycled materials.
- Share information about accessibility and/or ask participants about any ADA necessities they may require prior to the event.
- Education about the event's green strategies is provided.

