## Sustainable Event Planning Checklist

*Take these easy steps to plan a sustainable event!*

### Food & Drink

- Work with Catering Services to select foods that are mostly vegetarian, local (when available), & organic.
- Avoid bottled water. Request tap water in a cambro or pitchers instead to reduce waste.
- Avoid individually wrapped items. Request snacks served in bulk to reduce waste.
- Serve condiments and dressings in bulk.
- Get an estimated headcount of attendees to better determine the types and quantities of food. Communicate headcount to Catering Services.
- When possible, serve food buffet style rather than in “box lunch” form.
- Serve bite-size or finger foods. These items do not require utensils.
- Make a plan for any leftover food so that it does not go to waste. Encourage attendees to take food home or share with students and colleagues.

### Reduce, Reuse, Recycle

- Ensure event space has trash & recycling bins in 1:1 ratio. Need bins? Submit work order.
- Ensure each recycling bin has a clear bag and each trash bin has a black bag.
- Ensure there is proper trash and recycling signage on all the bins in the event space.
- Request reusable dishware and cutlery from Catering Services rather than disposables. Alternatively, try partnering with a student club. They can request free china from Residential Services for the event. **If disposables are needed, request compostable items.**
- Request that Catering Services avoids using plastic wrap and packaging, when possible.
- Request that Catering Services provides napkins made from recycled content paper.
- Request that Catering Services does not use styrofoam or plastics #3 and #6 as they aren’t recyclable at Lehigh.
- Learn what is and isn’t recyclable at Lehigh so you can help attendees.
- See if the event venue has dry-erase boards, blackboards, or electronic projectors to replace flip charts and handouts.
- Encourage attendees to bring their own water bottle, coffee mug, and/or reusable utensils.
- When decorations are necessary, use reusable ones or ones that can be donated.
- Collect and reuse name tag holders at end of the event.
- Announce waste disposal options before the meal begins or during the meal.

**Communications**

- Use electronic communications to share who, what, when, where, and why about your event to guests.
- Email out presentations and meeting agendas ahead of time and use a projector to display them, instead of printing them.
- For conferences, use mobile applications like Guidebook instead of printing out programs and agendas.

**Advertising**

- Reduce the impact of promotional flyers and materials by advertising electronically only. **If paper materials are needed, reduce the size and # of flyers, print double sided, and use recycled content paper.**
- Provide information to attendees about the green aspects of the event.

**Transportation**

- Provide attendees with info on the most environmentally friendly means of transport to get to the event.
- Encourage attendees to walk, carpool, or use public transportation.
- Provide video or teleconferencing for participants who cannot or would like to avoid traveling to event location.

**Giveaways**

- Eliminate giveaways or offer only consumable, green-themed giveaways, or local sustainably made (practical) gifts that can be used more than once to reduce waste.
- Use reusable bags (avoid plastic).