

Sustainable Event Planning Checklist

Take these easy steps to plan a sustainable event!

Food & Drink
<input type="checkbox"/> Work with Catering Services to select foods that are mostly vegetarian, local (when available), & organic.
<input type="checkbox"/> Avoid bottled water. Request tap water in a cambro or pitchers instead to reduce waste.
<input type="checkbox"/> Avoid individually wrapped items. Request snacks served in bulk to reduce waste.
<input type="checkbox"/> Serve condiments and dressings in bulk.
<input type="checkbox"/> Get an estimated headcount of attendees to better determine the types and quantities of food. Communicate headcount to Catering Services.
<input type="checkbox"/> When possible, serve food buffet style rather than in “box lunch” form.
<input type="checkbox"/> Serve bite-size or finger foods. These items do not require utensils.
<input type="checkbox"/> 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
<input type="checkbox"/> Ensure event space has trash & recycling bins in 1:1 ratio. Need bins? Submit work order .
<input type="checkbox"/> Ensure each recycling bin has a clear bag and each trash bin has a black bag.
<input type="checkbox"/> Ensure there is proper trash and recycling signage on all the bins in the event space.
<input type="checkbox"/> 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.**
<input type="checkbox"/> Request that Catering Services avoids using plastic wrap and packaging, when possible.
<input type="checkbox"/> Request that Catering Services provides napkins made from recycled content paper.
<input type="checkbox"/> Request that Catering Services does not use styrofoam or plastics #3 and #6 as they aren't recyclable at Lehigh.
<input type="checkbox"/> Learn what is and isn't recyclable at Lehigh so you can help attendees.
<input type="checkbox"/> See if the event venue has dry-erase boards, blackboards, or electronic projectors to replace flip charts and handouts.
<input type="checkbox"/> 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).

