



# Green Event Planner

## Checklist

### Promotion

- Attendees are aware of the event's sustainability goals and are encouraged to use sustainable transportation.
- Information is distributed electronically, or printed materials are FSC certified.
- Sustainability efforts are included in the marketing materials.

### Waste reduction

- Compostable, recyclable and reusable dishware is used.
- Encourage attendees to bring reusable utensils, water bottles, etc. if applicable and safe.
- Informative signage and bin guards are present.
- Place all compost, landfill and recycling bins beside each other.
- Post-event waste reduction guidelines are followed — see page two.

### Event supplies and materials

- Decorations and supplies are borrowed, purchased secondhand, rented or reused from previous events.
- Order with a request for no-excess packaging and ask sustainability questions of vendors — see page two.
- Purchased swag uses organic cotton, recycled materials and is provided by vendors with verifiable fair labor practices.
- Styrofoam products are not purchased or used.
- Tablecloths and promotional materials are “evergreen.”

### Catering

- Coffee and tea are certified Fairtrade, Rainforest Alliance or USDA organic.
- Confirm attendance to avoid food waste.
- Food is provided by a “green caterer” in the [Approved Food Provider List](#) or the [Decidedly Green Catering Menu](#).
- Organizers have reviewed tips for ordering a sustainable buffet — see page two

[Learn more about planning a zero waste event](#) and [the Sustainability Recognition Program](#).



# Tips and Guidelines



## Ask your vendors

- Are your products reusable, compostable and recyclable by ASU's standards or made of recycled materials?
- Does your business utilize environmentally friendly and socially friendly products and processes?
  - These can include ASU Procurement Certified, ECOLOGO, Fair Trade, Forest Stewardship Council, Green Seal, etc.
- Does your business:
  - Attempt to reuse or eliminate waste during the delivery of products and services?
  - Provide living wages?
  - Try to eliminate waste during product manufacturing, use and disposal?

## Post event waste reduction

- Collect name tags and badges to reuse at future events.
- Reuse, recycle or return packaging materials.
- Save artwork, decoration, centerpieces and supplies for reuse.

## Tips to order a sustainable buffet

- Accurately account for guests and do not over-order.
  - You can adjust customer counts up to 72 hours before your event.
- Accommodate those with common food allergies, vegetarians and vegans.
- Consider using reusable plates and napkins at additional cost to reduce waste.
- Choose plant based foods.
- Order Authentic local Sonoran foods.
- Inform ASU Catering Services that you want to host a zero waste event.

