

## GREEN EVENTS GUIDE

### EVENT PROMOTION

- Avoid printing agendas (or double sided on at least 30% recycled paper)
- Provide audio or video conferencing options for your meeting
- Avoid disposable event promotion material (single use giveaways; e.g. stress balls, etc.)

### FOOD

- Choose finger food/avoid foods that require silverware
- Replace plates with napkins
- Choose biodegradable (bamboo) silverware, if necessary
- Cut down on meat consumption by providing vegetarian/vegan options
- Use stored food supply from past events
- Order a Green Menu from our local caterers ([UM Dining](#): here is a [sample](#))
- Agree with one of the UM departments to bring them leftovers after the event.
- Ask your caterer to add compostable to go boxes for your guests.
- For small meetings, ask individuals to bring their own water bottle or coffee mug
- Instead of water bottles, provide paper cups and water pitchers/dispensers with sprouts
- If hiring food trucks - they are not allowed to idle on premise. *Generators are ok.*

### EVENT WASTE

- NO Styrofoam NOR single use plastic items are used during the event (bottles, utensils, cups, stirrer, straws, plates, bags, giveaways...)
  - Choose reusable first and biodegradable second.
- Choose Aluminum cans over plastic bottles (ask [UM Dining](#))
- Shop for local, in season products with 3<sup>rd</sup> party certification: USDA Organic, Fair Trade, Marine Stewardship Council, and Rainforest Alliance.
- Use degradable decorations, like flowers - avoid balloons or glitter in outdoor settings
- If shipping, order in bulk and plan ahead to do 7-day shipping instead of 2-day
- Attach [this form](#) to your Work Order for Custodial services to arrange for dual recycling/trash bins
- If using name tags, place a bin at the exit to your event to collect them
- Design durable signage that can be reused for future events

### GO A STEP FURTHER...

- Donate leftovers; post it on [bit.ly/umfoodalert](http://bit.ly/umfoodalert). This great service is offered by [UM Food Recovery Network](#).
- Add compost bins for food waste: contact [greenu@miami.edu](mailto:greenu@miami.edu) for logistics
- Recycle additional "non-conventional plastic" and other items: contact [Terracycle](#) for logistics
- Promote [Green U](#) and local environmental NGOs during the event
- Let us know your feedback. [Take this 5-minute survey](#).

**By following these guidelines, your office commits to make its events gentler on the environment. Thank you!**

**Feel free to use this logo on your promotional material:**

**Contact [greenu@miami.edu](mailto:greenu@miami.edu) if you need help.**

