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 are Menu samples)
- 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
- 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 our catering partners for quotes: UM Dining)
- Shop for local, in season products with 3rd 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…
- Add compost bins for food waste: contact 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 if you need help.