



## CHECKLIST

### EVENT PROMOTION

- Your event is advertised electronically. Include this [footer](#) in your promotion emails
- Avoid printing agendas (or double sided on at least 30% recycled paper, black ink)
- Provide audio or video conferencing options for your meeting

### FOOD and SUPPLY: Minimize disposable plastic

- Order a Green Menu. Here is a [sample](#) for inspiration  
Menu main guidelines:
  - Choose finger food and pick up desserts to avoid silver ware if possible
  - Use napkins instead of plates
  - Vegetarian/Vegan options
  - Use recycled paper napkins, and biodegradable silver ware
- You agreed with one of UM departments to bring them leftovers after the event. Ask your caterer to add compostable to go boxes for your guests.
- Refillable water dispensers or pitchers are used, no water bottles
- Reuse the supply that you stored from past events
- For small meetings, ask individuals to bring their own water bottle or coffee mug

### EVENT WASTE

- No Styrofoam items are used during the event
- Your Work Order for additional Custodial services include dual Recycling / Trash bins > Place your work order by calling 305-284-8282
- Place a bin at entrance to collect and reuse any name tag holders
- Bring your own "Take-home containers" to avoid wasting food after your party.

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

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

