

GREEN EVENTS GUIDE

EVENT PROMOTION

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

FOOD

- Choose finger food/avoid foods that require silverware
- Replace plates with napkins
- Choose biodegradable (bamboo) silverware, if necessary
- Serve only Plant Based menu (vegetarian or vegan options)
- 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 paperboard 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 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
- Place a work Order for Custodial services for additional dual recycling/trash bins if necessary. Post [this flyer](#) next to recycling if sandwiches are served in boxes.
- 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 green@umiami.edu for logistics
- Recycle additional "non-conventional plastic" and other items: contact green@umiami.edu 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 green@umiami.edu if you need help.

