

SUustainable Events *A Checklist*

Reduce Paper and Plastic Waste

- ❑ Limit the number of printed items and print them double-sided on 100% recycled paper, which is available at Repro and SuperCopy
- ❑ Create a website to post event information, downloadable versions of programs, handouts, itineraries and presentations.
- ❑ For conferences, use a Conference app to reduce need of print materials
- ❑ Suggest to attendees they bring their laptop to take notes instead of printing paper copies.
- ❑ For recurring events, avoid printing dates and slogans on signs, posters, and banners, so they may be reused. Make them out of recyclable material.

- ❑ Limit the use of glossy paper to applications where it significantly improves the publication.
- ❑ Don't utilize a paper sign-in sheet. Have a computer at the entrance to gather contact information which can easily be shared via email.
- ❑ Advertise using the web and email.
- ❑ Include information about the sustainable aspects of your event in the program or promotional materials. This could include information about waste sorting and provision of compostable items; or small cards in front of the food indicating information such as organic, local, or fair trade.
- ❑ Post the agenda on a screen or write on a white board.
- ❑ Use dry-erase boards instead of flip chart paper.
- ❑ Have the note taker type notes onto a laptop. You can also project the notes as they are written onto a screen that all can see.
- ❑ Ask speakers/facilitators to not print their PowerPoint presentation as a handout. If they insist, then require they print the presentation as a handout with 6 or 9 slides per page on both sides of a sheet. Post the presentations on your website for attendees to download.
- ❑ For centerpieces, use objects and materials that people can take home and use such as local potted native plants, pesticide-free flowers, fruit, Fair Trade chocolate or tea, SeattleU's [MotMot coffee](#), or Nicaraguan ceramics (available at the bookstore). You could auction or raffle off the centerpiece as a fundraiser or put a colored dot under the chair of the lucky person who gets to take the centerpiece home.

- ❑ Collect and reuse plastic name tag holders. Adhesive-backed disposable name badges cannot be recycled or reused.
- ❑ Make your own compostable name tags using hemp twine and thick, recycled content card stock. SU's Reprographics can print, cut and punch two holes for the twine.
- ❑ When tabling, consider the sourcing of giveaways and treats and offer items that are not in single use wrapping. For example, hand out fair-trade treats or organic cookies from a box, or bulk items such as pretzels, crackers, chips, or fruit.
- ❑ Use the University's e-ticket provider Eventbrite. For more information go to: <https://www.seattleu.edu/ces/our-services/registration-services/>.

Food Waste Reduction

- ❑ Request reusable china and utensils for your event. This is a significant factor in striving for a zero waste meeting or event. Note that a small transportation and washing fee is charged for reusable china and utensils.
- ❑ Ask your Conference & Events Coordinator if your room comes with a compost bin. If not, request a bin be delivered for your event.
- ❑ Request a carafe or pitcher of water, iced tea, lemonade or fruit punch. This avoids the packaging waste created by bottled and canned drinks.
 - Tap water is provided free of charge for any catering order but a note requesting water should be included in the order.
 - SU doesn't sell bottled water as a result of student action to ban all on-campus bottled water

- ❑ At the beginning and end of your meeting, tell attendees where the compost bin is located and what goes in it. Almost 100% of catering items at SU are compostable. Exceptions are snackbags, condiment packets, and wrappers.
- ❑ See [SU's Compost & Recycling webpage](#) to see what goes where.
- ❑ Request that condiments like butter, creamer, sugar, jam, cream cheese, ketchup, mayonnaise be served in bulk dispensers instead of single serve packets.
- ❑ In your communications write, "Please help us reduce waste at the event. Attendees are encouraged to bring a reusable mug and bottle."
- ❑ Order the right amount of food by asking participants to RSVP.

Catering

Catering is provided by Chartwells which follows these sustainable practices:

- ❑ Disposable plates, bowls, cups, and utensils are made from compostable plant-based materials and are put into the green campus compost bins
- ❑ Vegan and vegetarian food options
- ❑ Local in-season food is purchased whenever possible. This eliminates fuel used for long-distance shipping, benefits local farmers and the local economy, plus... local foods taste fresher.
- ❑ A significant way to reduce your event's environmental impact is to not serve meat or dairy. To understand the top ten reasons why, [read this article](#). Many vegan and vegetarian options are provided by Chartwells that meet a wide variety of dietary needs and restrictions.

- ❑ If you must serve meat and dairy, your best options are chicken, turkey, tuna and salmon, according to the Environmental Working Group's [Meat Eater's Guide to Climate Change and Health](#). Lamb, beef and cheese have the highest greenhouse gas emissions.
- ❑ Seafood meets Monterey Bay Aquarium Seafood Watch guidelines
- ❑ Fair and Direct Trade certified coffee
- ❑ Request Direct Trade, Fair Trade, shade grown and organic coffee. Direct and Fair Trade coffee ensures fair labor conditions and a fair coffee price for farmers. Shade grown coffee helps protect rainforests and bird habitat and requires fewer chemicals. Consider ordering [MotMot coffee](#), SU's student-led Direct Trade coffee brand.

Transportation

- ❑ In your communications, encourage participants to take public transportation. Provide a link to the [King County Metro Trip Planner](#) and to [SU's Getting to Campus page](#).
- ❑ Encourage participants to carpool and make it easy to find other carpoolers by using [Ridematch](#). It's free to create a private event and only your attendees can participate.
- ❑ Make your event available as a Webinar or video conference for attendees who are not local.
- ❑ Use web conferencing which only requires a basic webcam, microphone, and computer on both the sending and receiving ends. You can share documents and computer screens. For more information, contact the IT Helpdesk at helpdesk@seattleu.edu

- ❑ Choose a hotel close to campus. Encourage participants to use the hotel shuttle service, bus, light rail, streetcar, bikeshare (such as [JUMP](#) or [Lime](#)) or walk to campus.
- ❑ When suggesting rideshare options, encourage Lyft, which is a carbon-neutral company.

Waste Sorting

Your Recycling and Composting 101 tips:

- ❑ **All Chartwells** to-go items including single use plates and cutlery are compostable
- ❑ Make sure liquid and food containers are **CLEAN** and **EMPTY** before recycling them.
- ❑ Focus on common recyclables:
 - PAPER - all paper
 - CARDBOARD - labels and tape incl.
 - PLASTIC - containers, bottles, tubs
 - GLASS - bottles and jars
 - METAL - cans and scrap
- ❑ **WHEN IN DOUBT THROW IT OUT!**
- ❑ The top 6 spoilers that do not belong in the blue recycling bins are **styrofoam, plastic film/bags, food waste, liquids, e-waste, and textiles**. [Click here to find out where they should go.](#)

To download a flyer or watch videos of what goes where, please visit the [Compost & Recycling webpage](#). For more information, please contact Nathan Wolk, Recycling Coordinator, wolknathanie@seattleu.edu.

