



GREEN MEETING & EVENT CHECKLIST

Revised December 2017

Seattle University, as part of its Jesuit heritage, demonstrates leadership in sustainable practices and environmental justice.

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Paper and Plastic Waste Reduction

If you don't create waste, then you don't have to figure out what to do with it. Ideas for waste prevention and reduction:

- Create a web site to post event information; downloadable versions of programs, handouts, itineraries and presentations. Suggest to attendees they bring their laptop to take notes instead of printing paper copies.
- Limit the number of printed items and print them double-sided on 100% recycled paper.
- 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.
- Require electronic registration and confirmation. The [SU Campus Calendar event posting](#) allows RSVPs to be directed to a specific person.
- Advertise using the web and email.
- Include information about the sustainable aspects of your event in the program or promotional materials. This could include placing small cards in front of the food indicating information such as organic, local, or fair trade.
- Post one 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.
- 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.
- For centerpieces, use objects and materials that people can take home and use such as local potted native plants, pesticide-free flowers, candles, fruit, Fair Trade chocolate, beer or wine. You can 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.
- Use the University's e-ticket provider Eventbrite. More information go to: www.seattleu.edu/ces/our-services/registration-services or contact Laura Reeve, Software Coordinator in Conference and Event Services, (206) 296-6039 or reevel@seattleu.edu.

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. Reusable ware is free for events at the Student Center; events held in all other campus buildings are charged a small transportation and washing fee for reusable china and utensils.
- When using compostable china and utensils for an event with more than 20 people, ask your Conference & Events Coordinator if your room comes with a food waste bin. If not, request a bin be delivered for your event. Request the same number of food waste bins as there are recycling and trash bins in the room.
- When using compostable china and utensils for an event with less than 20 people, arrive early to find out where is the nearest food waste bin. It could be in the hallway outside the room. At the beginning and end of your meeting, tell attendees where the food waste bin is located and what goes in it.
- 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 in a carafe. (Seattle U does not sell bottled water).
- Request the bagged lunch, if you feel your event requires a boxed lunch, as it uses significantly less packaging.
- Request that condiments like butter, creamer, sugar, jam, cream cheese, ketchup, mayonnaise be served in bulk dispensers instead of single serve packets.
- Order the right amount of food by asking participants to RSVP.
- In your communications write, "Please help us reduce waste at the event. Attendees are encouraged to bring a reusable mug."
- Before attendees arrive, make sure the recycle, food waste and trash bins are next to each other in trios. This makes it easy for attendees to see their choices.
- At the start and end of your meeting or event, announce where the recycle, food waste and trash bins are located. Tell people what materials at your event go in each bin. Visit the [SU Compost page](#) if you want to see photos of what goes in the food waste bins.
- Compostable to-go containers are available upon request to take home leftover food; add the request in your catering order form. The greenest option is for you and your guests to bring your own to-go containers.
- At the end of your meeting or event, invite participants to take home excess food in the provided compostable to-go containers or the containers they brought from home.
 - Visit [Bon Appetit catering](#) to place an order.



Catering

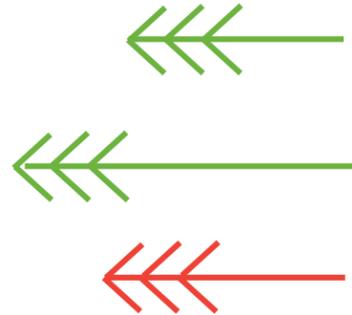
Catering is provided by Bon Appétit which follows these sustainable practices:

- Disposable plates, bowls, cups, and utensils are made from compostable plant-based materials and are put into the campus food waste bins
 - Seafood meets Monterey Bay Aquarium Seafood Watch guidelines
 - Fair Trade certified coffee
 - 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 and 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](#). Here are just a few of the many delicious vegan choices: tofu and vegan sausage breakfast scramble, portobello mushroom sandwich and curry lentil soup for lunch, and appetizers like fresh vegetable rolls with peanut dipping sauce.
- If you must serve meat and dairy, your best options are tuna, chicken, turkey 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.
- Request Fair Trade, shade grown coffee. Fair Trade coffee ensures farmers receive a fair price for the coffee and ensures fair labor conditions. Shade grown coffee helps protect rainforests and bird habitat and requires fewer chemicals. Consider ordering MotMot coffee, SU's student created and student-led Fair Trade coffee brand.

Giveaways

Consider whether giveaways are necessary. They are often not used and thrown away. If required, provide something useful and that conveys a socially responsible message. Consider the following:

- A reusable coffee mug or a steel water bottle.
- Buy t-shirts made from organic cotton, bamboo or hemp fiber. Ask if clothing is made using sweat-shop free labor or in the USA.
- Local, organic, and/or Fair Trade crafts and food.



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 the videoconferencing room in ENG 532. It allows users to send audio and video between Seattle U and remote locations that have similar video conferencing equipment. Visit [OIT's web site](#) for more information and how to reserve the room and equipment.
- 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. Contact the OIT Helpdesk at helpdesk@seattleu.edu.

- Choose a hotel close to campus. Encourage participants to use the hotel shuttle service, bus, light rail, streetcar, or walk to campus. Hire shuttles to transport participants from hotels or mass transit areas to campus.

Where You Put Your Waste Matters

The city of Seattle prohibits businesses and residents from putting recyclables, food waste and plant-derived plastic to-go ware in the trash. On campus you'll find recycling and food waste bins on the first floor of and outside most buildings, cafés, at large catered events, and residence hall rooms and floor waste closets.

Packaged grab-and-go food packaging with the "Express" or "Bon Appétit" logos from campus cafes is made from compostable plant-derived plastic and goes in a food waste bin. Go to the university's [Compost web page](#) to see photos.

Plant-derived plastic disposable utensils, cups and straws from campus cafés and catering go in a food waste bin. To download a flyer or watch videos of what goes in a food waste, recycling and garbage bin, please visit the [Compost web page](#).

For more information, please contact Eric Elliott, Recycling Coordinator, elliotte@seattleu.edu.



Additional Resources

Visit these web sites for more information:

[Bon Appetit Catering](#)

[Conference & Event Services](#)

[Campus Sustainability](#)