

Sustainable Events Checklist



Planning an event to be more sustainable? Use this checklist to help guide your event planning!

Reducing Paper, Plastic and Textile Waste



- ☐ Use QR codes to direct to event information and downloadable programs, handouts, itineraries and presentations.
- ☐ For centerpieces, use objects and materials that people can take home such as local potted native plants, pesticide-free flowers, Fair Trade certified goods, etc. You could auction, raffle or give away the centerpieces.
- ☐ Try not to use one-time decoration materials such as plastic tablecloths. Instead, rent out reusable materials from University Events or reuse your own.
- ☐ When doing giveaways, try not to give away single-use items or goods that are individually plastic-wrapped. Instead, try sustainable items like succulents or reusable tote bags.
- ☐ Make use of recyclable rolldown paper materials by the Center for Student Involvement (CSI) for advertising.
- ☐ Reuse and/or source your textile materials from ethical, sustainable, and culturally relevant sources whenever possible. Good places to look for textiles include Goodwill, second-hand shops, and local craft stores.
- ☐ Limit the number of printed items and print them double-sided on 100% recycled paper (available at Supercopy). Try not to use glossy photo paper.

Food Waste



- ☐ Request a compost bin from your Events Coordinator. At the beginning and end of your event, tell attendees where the compost 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 canned or bottled drinks. As per university policy, purchasing plastic bottles on campus is banned.
- ☐ Request that condiments like butter, creamer, sugar, jam, cream cheese, ketchup, and mayonnaise be served in bulk dispensers.
- ☐ Order the right amount of food by asking participants to RSVP.
- ☐ In your communications, add a sentence stating that "Attendees are encouraged to bring a reusable water bottle."

Redhawk Dining (RD) Catering



- ☐ RD follows these sustainable practices: Disposable plates, bowls, cups, and utensils are made from compostable plant-based materials. Let your attendees know these items should go in the compost bin.
- ☐ A significant way to reduce your event's environmental impact is to include vegan dishes – RD provides many options.
- ☐ 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. SU has a direct-trade, student-run coffee business called MotMot. Their coffee is available through catering.

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](#)
- ☐ Utilize the 10 EV charging stations on campus with a valid parking permit -- 8 in the Pigott Visitor Lot (free of charge) and 2 at the public safety building (paid) for up to 4 hours.
- ☐ Instead of designing single-use signage to direct people to your event, utilize preexisting campus signs or offer online directions.

Waste Sorting



- ☐ **All Chartwells to-go items** including single use plates, cutlery and plastic cups are compostable.
- ☐ To download a flyer of "What Goes Where" you can visit the [Compost & Recycling webpage](#). For more info, contact Nathan Wolk, Recycling Coordinator, wolknathanie@seattleu.edu
- ☐ Make sure liquid and food containers are CLEAN and EMPTY.
- ☐ Focus on common recyclable materials:
 - o PAPER - all paper
 - o CARDBOARD - labels and tape incl.
 - o PLASTIC - containers, bottles, tubs
 - o GLASS - bottles and jars
 - o METAL - cans and scrap
- ☐ **WHEN IN DOUBT – THROW IT OUT!**



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