



# 5 KEYS TO A GREAT GREEN EVENT

## VENUE

Choose a venue that

- requires minimal travel for attendees
- provides reduced energy and water use opportunities, as well as other sustainable features (check out [this list!](#))

If hosting an outdoor event, monitor litter and liquid spills per [UNC's Stormwater guidelines](#).

## TRANSPORTATION

If applicable, offer teleconference options to reduce transportation costs and impacts, or offer [travel offset](#) information for attendees.

Give attendees incentives to travel via bicycle (with access to safe and visible bike parking), public transportation or carpool together. Display [transit links prominently on publicity materials](#).

## COMMUNICATION

Save paper; use digital advertising, tickets and invitations! If you do decide to print material, use recycled content paper and print on both sides.

Use reusable signs and banners for recurring events. Simply print without dates and laminate for future use!

Be sure to list the amount of recycled content on all printed materials.

Promote Green Event information on promotional material and event signage.

## FOOD AND BEVERAGE

Feature food items that are:

- Locally grown and seasonal
- Organic
- Fair Trade
- Vegetarian
- ..., and label them as such!

If featuring seafood, look for options that are environmentally friendly like those found through the Monterey Bay [Seafood Watch](#) app.

## WASTE REDUCTION AND PURCHASING

**Before the event:**

- Plan ahead! Think about any freebies or vendor giveaways that may need to be addressed before the event.
- Make sure you plan enough waste stations and have extra bags for each type of bin.
- Purchase only reusable, recyclable or certified compostable utensils, cups, dishes, decorations, linens, napkins and serving bowls. Reusables are always preferred!
- Make sure that meals, snacks and condiments are served in bulk (no individual wrappers or packets).

**During the event**

- Make an informational announcement at the beginning of the event.
- Place recycling, compost and trash bins together and staff them! Contamination of compost is not acceptable, so it is essential to staff composting sites at all times.

**After the event:**

- Make sure all waste is disposed of properly.
- Donate any leftovers to a local food bank or soup kitchen.

**Resources:**

- Purchase certified commercial utensils and serviceware from [Cedar Grove](#) and [Staples](#).
- Orange County Solid Waste has a ["Fork It Over"](#) program, lending reusable cutlery for events.
- Check out Orange County Solid Waste's [Purchasing Guide](#) for more options
- [Carolina Catering](#) provides compostable materials and bins for Green Events.
- Take a look at the Tar Heel [Guide to Local Food](#) or [Orange County Solid Waste's local catering list](#).