



the **GREEN YOUR  
EVENT** guide

Go electronic  
to ZAP away  
your paper use!



Smart dining  
choices are real  
food for thought!






GREEN IS  
EASY!

*Easy Changes to  
Your Event to Help  
Change the World*

-  Reduce emissions
-  Decrease waste
-  Save energy
-  Promote greener practices



1. Advertise online instead of using paper flyers. Create a Web site.
2. Is a printed program necessary? Project agenda on wall instead.
3. Use online registration (instead of reply-cards and envelopes).
4. Put event materials online. E-mail link to attendees for early reading.
5. Use online survey for program evaluations (e.g. Survey Monkey).
6. Distribute info using USB flash drives, instead of paper.
7. If paper must be used:
  -  Use vegetable ink for printing. Print on recycled paper.
  -  Simplify invitations. Reduce number of printed pieces.
  -  Use two-sided printing and a smaller font.

1. Eliminate disposable bottled water. Use pitchers and glasses instead.
2. Use china and silverware instead of plasticware, when possible.
3. Avoid individually wrapped foods for events. Buy in bulk.
4. Offer locally grown food (fresh and organic).
5. Serve fair-trade, organic chocolate and coffee.
6. Think about serving finger foods instead of larger meals.
7. Consider serving less red meat and dairy, which have a larger carbon footprint than chicken or fish.

MORE GREEN  
IDEAS HERE ...

READ ON FOR USEFUL EVENT TIPS



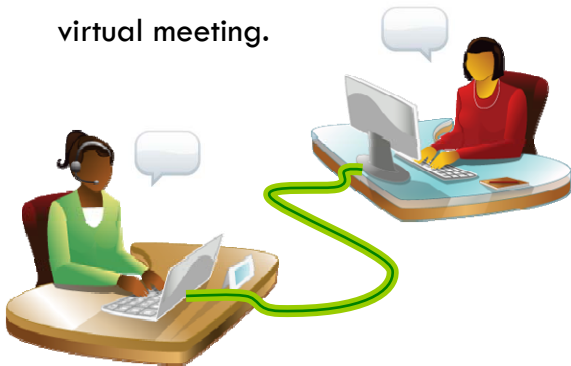


## POWERFUL IDEAS!

When it comes to events, less is definitely more!



1. Request fans only when necessary. Turn off when not using.
2. Change guest linens once per week. Only change towels as needed.
3. Turn off lights after every event.
4. Request only the technology needed.
5. Urge event participants to bring their own reusable water bottles.
6. Suggest that participants bring their own reusable name tags.
7. Lower heat 2°. Raise AC 2°.
8. Turn your event into a conference call or virtual meeting.



## GREEN ON THE GO!

Let's reimagine the "car" in carbon-neutral!



1. Offer participants info about public transportation (bus/train schedules).
2. Encourage participants to:
  - Consider carpooling or using public transportation.
  - Park cars near campus and walk to all event locations.
  - Book hotel rooms close to the event to decrease commuting.
  - Use an airline with a sound environmental policy.
  - Rent a bicycle. The Smith Bicycle Kitchen can help with repairs.
  - Rent a Zipcar or clean diesel car if traveling off campus.

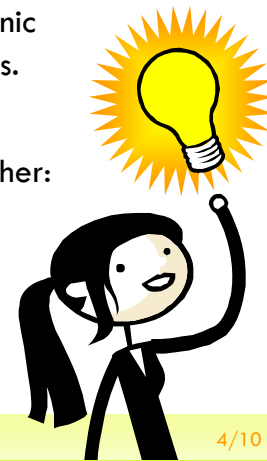
For more info about green initiatives at Smith College, visit [www.smith.edu/green](http://www.smith.edu/green)

## YOUR EVENT, OUR ENVIRONMENT!

Little choices for your event can make a big difference!



1. Use space efficiently. Keep multiple events in the same building.
2. Have waste bins, compost bins, and recycle bins on site.
3. Consider reusable centerpieces.
4. Only give out reusable promotional materials (e.g. mugs & totes).
5. When possible, buy fair-trade, local, organic décor & mementos.
6. Consider skipping mementos altogether: donate to local environmental organizations instead.



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Tips compiled by Smith students working with Smith Events Management. [www.smith.edu/emo](http://www.smith.edu/emo)