



Green Your Event

Reduce waste and energy use

Reduce costs and save resources

Foster the local economy

Enhance your public image

Raise awareness about sustainability

Support the college's
commitment to a
Sustainable Smith



Organizing an event?
Wondering how to make it
Sustainable?

Here are tips for creating a more sustainable event.

HOW MANY OF THESE GUIDELINES CAN YOU MEET?

▶ Planning

- Outline sustainability goals
- Choose a suitable venue
- Choose a caterer familiar with sustainable practices
- Spell-out waste and recycling guidelines to partners

▶ Marketing, Promotion

- Use paperless promotions: create a website, use electronic communication and invitations
- Publicize your intent to be sustainable
- For print materials, use recycled paper, double-sided

▶ Energy Conservation

- Use energy-efficient lighting and turn off lights when not in use
- Request only the technology and fans needed; lower heat 2°; raise AC 2°
- Consider a longer-day event to eliminate multiple days

▶ Reduce, Reuse, Recycle

- Provide adequate waste bins, placed strategically and clearly labeled: recycle, trash
- Train volunteers to manage waste station
- When purchasing for the event, look for the compostable trademark



▶ Food

- Avoid single-use dishware
- Consider serving finger foods to reduce utensils and food waste
- Minimize packaging; serve condiments in bulk and avoid individually wrapped foods
- Use reusable dishware, cups, utensils and table linens
- Choose china, silverware, or paper products over plastic; avoid toothpicks
- Don't over-order food; donate left-over food
- Choose organic, locally-grown, or fair trade foods

▶ Drink

- Eliminate disposable plastic water bottles; serve beverages in large containers
- Urge attendees to bring their own cups
- Avoid plastic coffee stirrers, straws

▶ Decorations, Giveaways

- Choose reusable decorations; borrow, don't buy
- Choose recycled-content, useful, green-themed, or consumable giveaways
- Support socially responsible companies
- Avoid balloons and plastic streamers

IS YOUR EVENT FOR 50 OR MORE PEOPLE?

ARE YOU SERVING FOOD?

Then strive for a **Zero Waste** event!

Support Smith's Sustainability efforts and follow these simple guidelines.

● Add the Zero Waste resource in 25Live to your reservation

The Office of Sustainability will contact Facilities Management to set up a waste station with bins for trash, compost and recyclables and will assign a student to manage the station. You must clearly label the bins **trash**, **compost**, and **recycle**.

● Contact the campus sustainability coordinator, 413-585-3571

The coordinator will help with the planning process to ensure that the event will be zero waste.

● Plan for food service to be zero waste

Inform your caterer in advance that you're planning a zero waste event and that all food and drink must be zero waste compatible. Reusable or compostable plates, cups, and utensils must be provided. Buy as many food items as possible in bulk to reduce excess plastic packaging; do not serve any items in single serve packaging, such as individual bags of chips.

● Eliminate waste from other parts of the event

Do you have any giveaways? Are you using name-tags? Limit the waste associated with these components by making sure materials are recyclable or reusable. If you have paper items like programs, consider requesting a paper recycling bin.

www.smith.edu/emo
www.smith.edu/ceeds