



# SUSTAINABILITY

## Greening Your Small Event Checklist:

Every event is unique. Although not every action may be relevant to your event, please see how far you can go to have a green event.

### Venue

- Reserve a space on the campus where most people are located
- Minimize waste and divert from the landfill
  - Avoid one-time use give-away items
  - Avoid printed agendas, program booklets and provide information online
  - Conduct a walk-through of the space to ensure recycling containers have signage and are set next to landfill bins
    - o Submit a Work Order if recycling bins and signs are needed
  - To collect compostables, submit a Work Order (LSC only) and inquire if resources are available to do so. (LSC collects compostables from select campus locations during the academic year)
- Turn off all lights, computers, projectors and electronics when not in use

### Food & Beverage

- Request an RSVP to better estimate the actual number of attendees
- Request tablecloths from catering services
- Serve pitchers of fresh tap water with reusable or compostable cups
- Vegetarian and vegan options to reduce the amount of meat served
- Order seasonal and local foods
- Order fair-trade coffees, teas, and chocolates
- Buffet style serving: No individual packets of chips, condiments, etc.
- Reusable serving ware and cloth napkins
- Encourage attendees to bring their own dishes
- Donate leftover, unserved food

### Communications

- Distribute agendas and handouts electronically before the event
- Print double-sided on recycled paper, with narrow margins, using vegetable-based inks
- Use whiteboards rather than paper flipcharts
- Ask for feedback on your efforts at greening the event

### Transportation

- Video conferencing
- Teleconferencing
- Encourage public transit use

Please contact the Office of Sustainability at [sustainability@luc.edu](mailto:sustainability@luc.edu) with your ideas to green events at Loyola.