

GREEN EVENT GUIDE



Sustaining PACIFIC

What is a green event?

A green event strives to minimize energy use, landfill waste, and greenhouse gas production while promoting participation in eco-friendly behaviors. Hosting a green event will help you save time and money, sustain the environment, promote social equity, create a positive change and encourage event attendees to continue practicing being sustainable in their own lives.

Before the Event



Communication

- Reduce printing by using digital communication, half sheets or quarter sheets
- Use electronic communication for invitations and event registration
- Utilize social media for marketing



Planning Food & Beverage

- Buy local products
- Reduce waste by not over ordering food
- Order bulk drinks and avoid bottled
- Offer vegetarian and vegan options



Dishware + Materials

- Use china instead of paper goods
- Choose compostable serviceware (the default through Bon Appetit)
- Buy local and look for recycled content materials



Decorations

- Choose reusable decorations
- Avoid balloons and other single-use decorations



Waste Management

Green Team is available by request to help divert waste at your event and educate guests about compost and recycling. Contact Sustaining Pacific at least 2 weeks in advance to request our services.

For more info go to pages 2-3

During the Event



Turn off the lights for indoor events if natural light is abundant in order to conserve electricity.



If you do not have Green Team present, keep compost, recycling and landfill bins next to each other to reduce contamination.

For more info go to page 4

After the Event



Ensure that compost and recycling are disposed of properly.



Collect all reusable items. Donate excess materials. Save items for future events.

For more info go to page 4

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Section 1: Introduction

What is a green event and why plan one?

A green event strives to minimize energy use, landfill waste, and greenhouse gas production while promoting participation in eco-friendly behaviors. A green event can help you save time and money, sustain the environment, promote social equity, create a positive change beyond the boundaries of your event, and encourage event attendees to continue practicing being sustainable in their own lives.

The planning and organization of our social gatherings can have adverse impacts on humans and the environment. This guide will help you plan sustainable events at Pacific by highlighting some of the best practices and strategies available today. We encourage you to use this guide to make environmentally responsible decisions before, during, and after your event.

Incorporating the changes suggested in this guide can have a large, positive impact not only on our campus and in our community, but on our planet as a whole.

Remember to share the success of your green event by using [#earnthegreenstripe](#) on posts about your event!

Section 2: Sustainability Consulting

If you would like additional help making your event sustainable after reading this guide, Sustaining Pacific is happy to offer green event consulting free of charge.

Email sustainingpacific@gmail.com with the following information and we will get back to you within 3 business days. Contact us at least 2 weeks prior to the event for best assistance.

Include:

- name, date, and time of the event
- location
- menu (if applicable)
- expected number of attendees
- your phone number
- willingness to weigh event waste (optional, scales provided)
- any questions you have

Section 3: Before the Event

Organizing and Planning:

- Request waste containers in your FAMIS work request. Email Green Team if you want them at the event.
- Print double-sided, use half or quarter sheets of paper or use scrap paper for checklists and materials
- Present, don't print! When available, use monitors or projectors to present information during meetings, rather than printing handouts
- Communicate your sustainable goals to everyone working on the event, including vendors
- If Green Team will not be at your event (see [Section 4](#)), communicate with Custodial Services about picking up compost after the event and taking it to the proper disposal location behind the DUC

Communication with Guests

- Use electronic communication (email, Facebook, etc.) for invitations, event registration (Google Forms, Eventbrite, etc.), announcement, and updates
- Use social media for marketing (check out [Pacific's Social Media Directory](#))
- Ask participants to bring their own mugs or reusable water bottles; use incentives like raffle tickets for encouragement
- Minimize paper and poster usage
- Reuse banners and signs by printing without specific dates for recurring events
- Promote that you are having a green event!

Planning Food & Beverage

- Buy fair trade, local, or organic products if purchasing light snacks
- Offer vegetarian and vegan options
- Do not over order food - talk to your caterer about the appropriate amount of food for the size and type of the event
- Plan for low waste food service, such as a buffet, and avoid individually packaged foods
- Order bulk water and drinks, not bottled

Dishware + Materials

- If appropriate and possible, choose reusable dishware over single-use dishware and utensils
- Compostable serviceware is the default when ordering from Bon Appétit; request Green Team or waste diversion stations to ensure that these materials get composted ([Section 4](#))
- Request cloth tablecloths from Bon Appétit or purchase reusable tablecloths for your department/organization
- Use local vendors for t-shirts and swag; look for recycled content or recyclable materials
- Use napkins made from recycled, non-bleached paper

Decorations

- Collect and reuse name tag holders
- Purchase reusable decorations
- Use decorations from past events
- Avoid single-use decorations such as balloons

Section 4: Waste Management

For any event, it is extremely important to think critically about what materials you are using and where they will go after the event. Sustaining Pacific encourages event planners to avoid single-use decorations and service ware. If single-use service ware is necessary, opt for compostable plates and utensils and make sure to request Green Team for your event.

The Pacific Green Team is a community of volunteers who help divert waste at campus events by monitoring waste stations and educating guests about compost and recycling. Each waste station includes a compost, recycling and landfill container. Green Team is a free service for all campus event planners.

To request Green Team at your event, please read the requirements below and fill out the form here, *at least two weeks ahead* of your event: <https://tinyurl.com/GreenTeamEvent>

Requirements for a Green Team presence:

1. 100 or more expected attendees
2. Food will be served with compostable service ware (standard from Bon Appétit)

If your event does not fit these requirements, you can still request our waste diversion stations and a free Green Training session. Just email sustainingpacific@pacific.edu *two weeks before* the event to set up the delivery and training.



Section 5: During the Event

- Provide reusable name badges and collect them at the end of the event
- Advertise your sustainable efforts
- Mention Green Team during announcements and where items go
- Place table tents that show off your sustainability work, for example: “This event is 100% compostable - please place all plates, food and utensils in the green compost bin”
- Turn off lights if natural light is abundant

If you will not have Green Team at the event:

- Have clearly labeled waste separation stations available
- Announce location of bins and clarify that the serviceware, cups, and utensils included can go in the compost bin
- Keep compost, recycling and landfill receptacles next to each other to reduce contamination
- Remove landfill and/or recycling containers if those materials will not be generated at the event
- Post signage to make it easy for guests to locate waste receptacles
- Request a Green Training Session by emailing sustainingpacific@pacific.edu



Section 6: After the Event

- Work with Custodial Services to ensure the compost is taken to the compost carts behind the D.U.C.
- Recycle posters/banners as well as papers
- Collect all reusable items and save for future events
- Donate excess materials
- Speak with Green Team about how the event went and how green event efforts could possibly be improved
- Advertise the success of your Green Event and include the weights of collected waste

Help us track diversion and earn a free lunch! Let us know if you are willing to weigh your event waste—we will provide the hand scales. At the end of each semester, one randomly selected planning team that has submitted weights and pictures will be treated to lunch on us!

Section 7: Campus Resources

Bon Appétit

Director of Catering: Christine Giordani

Phone number: (209) 460-3893

Email: Christine.Giordani@cafebonappetit.com

Green Team and Sustaining Pacific Contact Information

Contact us for suggestions on green event supplies!

go.pacific.edu/sustainability

Direct email: sustainingpacific@pacific.edu

Phone: (209) 932-2991

Request for Green Team or waste diversion containers: <https://tinyurl.com/GreenTeamEvent>

