



Office of Sustainability

# Green Event Guide

## WHY HOST A GREEN EVENT?

Georgia Tech is committed to creating a sustainable campus. Everyone in the Tech community plays a role in achieving this goal. Between food, transportation, and communications events can be resource intensive and have significant negative impacts on the environment. This guide will help you to host an event that will:

- Minimize water use
- Minimize energy use and reduce greenhouse gas emissions
- Reduce food and materials waste
- Showcase your leadership in the field of sustainability
- Educate attendees on best practices
- Support the local economy and sustainable businesses through purchasing decisions.

### Top 5 Ways to Reduce Your Impact



Office of Sustainability

# Green Event Checklist

The Green Event Checklist will help you plan and host an environmentally friendly event, whether it's a department wide gathering, a small staff meeting, or a large conference. Follow the guidelines, assign roles, and identify a timeline to ensure tasks are completed.

If you have any questions, please reach out to the Office of Sustainability, [sustain@gatech.edu](mailto:sustain@gatech.edu).

## BEFORE THE EVENT

### Planning & Promotion

- Come up with sustainability goals as a team
- Appoint a "sustainability manager" for the event
- Promote event digitally
  - If printing handouts, use recycled-content paper and print double sided

### Food & Beverages

- Provide reusable or compostable tableware (no styrofoam)
  - Ask guests to bring their own water bottles, mugs, and/or cups
- Provide food, beverages, and condiments in bulk (no single-serve, wrapped, or boxed items)
- Serve bite-sized foods that do not require utensils
- Serve all vegetarian and/or vegan options
- Request organic, seasonal, and/or locally produced (grown within 500 miles of campus) foods

### Purchasing & Waste

- Request clearly labeled recycling bins be placed next to trash bins
  - Bins can be requested through the Office of Solid Waste Management & Recycling they will deliver and pick up the containers free of charge
- Arrange to compost food waste and, if applicable, compostable tableware
- Minimize giveaways or provide environmentally friendly ones (i.e. materials made with recycled content or reusable bags, mugs, or bottles)
- Have reusable and non-perishable décor

### Location & Space

- Select a sustainable venue—there are many high-performance buildings on campus
- Consider whether your space:
  - Is pedestrian, bicycle, and/or public transit friendly
  - Has ample natural light
- Notify guests of public transportation options, walking routes, and bike rack locations
- Provide a video or teleconferencing option for remote participants

## DURING THE EVENT

- Announce sustainable event efforts to encourage attendees to do their part
- Set thermostats to 68 degrees in the winter & 76 degrees in the summer
- Announce waste disposal options before, during, and/or after the meal, especially if there is composting available
- Place volunteers next to trash, recycling, and/or composting bins to help participants correctly dispose of their items if possible
- Have a raffle for anyone who brought their own cup or bottle and for anyone who walked, biked, or used public transit to get to the event
- Be sure that all lighting is switched off when not in use

## AFTER THE EVENT

- Compost or make leftover food available to students and colleagues
- Arrange to drop off left-over food to Klemis Kitchens, a student-led kitchen that rescues food that would otherwise go to waste to support students at Georgia Tech
- Let the Office of Campus Sustainability know about your successful green event at [sustain@gatech.edu](mailto:sustain@gatech.edu)
- Share the Green Event Guide with others

## RESOURCES

### **Office of Solid Waste Management and Recycling:**

<https://facilities.gatech.edu/recycling>

### **Find locally-sourced foods:**

<http://www.localharvest.org/>

### **Contact Students Organizing for Sustainability (SOS) for help with composting:**

<https://sos.gtorg.gatech.edu/>

### **Contact Klemis Kitchen for managing food waste:**

<https://star.studentlife.gatech.edu/klemis-kitchen/>

### **Contact Campus Kitchens for managing food waste:**

<https://gatech.campuslabs.com/engage/organization/the-campus-kitchen-project>