SUSTAINABLE EVENT PLANNING

Why?
By considering sustainability at University of Chicago events, you help decrease landfilled waste, raise awareness of environmental issues, and support the local community—all goals of the University of Chicago Sustainability Plan. Did you know the University has a goal to reduce campus greenhouse gas emissions by 50% by 2030?

Venue and Promotion
- Consider a remote or hybrid event
- Consider a venue accessible via public or group transportation
- Seek out venues with sustainable practices
- Ensure the venue is accessible and offer to provide accommodations
- Promote the event as a sustainable event to raise awareness

Procurement and Supplies
- Be thoughtful with swag selection
- Go paperless or limit printing only to what is necessary
- Consider local and WMBE food vendors/caterers with sustainable practices
- Avoid single-use materials such as plastic plates, cups, flatware
- If single-use materials are necessary, consider compostable and/or recyclable materials
- Consider beverage stations and washable/reusable glasses, and encourage use of personal water bottles
- Consider hiring a composting vendor

Waste Management
- Consider hosting a zero-waste event
- Post signs at waste, recycling, and composting receptacles to avoid contamination
- Recruit volunteers to work at waste, recycling, and composting receptacles to avoid contamination

Additional Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Information</th>
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<tbody>
<tr>
<td>Rheaply</td>
<td>Rheaply is the University’s asset exchange manager. Login with your UChicago credentials at <a href="http://app.rheaply.com">app.rheaply.com</a>.</td>
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<tr>
<td>Facilities Services</td>
<td>To request additional recycling bins, please call (773) 834-1414 48 hours in advance or submit a service request at <a href="http://facilities.uchicago.edu/services/service-request">facilities.uchicago.edu/services/service-request</a>.</td>
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<tr>
<td>Office of Sustainability</td>
<td>Please direct inquiries to the Office of Sustainability at <a href="mailto:officeofsustainability@uchicago.edu">officeofsustainability@uchicago.edu</a>. See also Sustainable Travel Guide: <a href="http://sustainability.uchicago.edu/get-involved/sustainable-travel">sustainability.uchicago.edu/get-involved/sustainable-travel</a></td>
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<td>UChicago Accessible Event Resource Guide</td>
<td><a href="http://equalopportunityprograms.uchicago.edu/accessibility/event-guide">equalopportunityprograms.uchicago.edu/accessibility/event-guide</a></td>
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<tr>
<td>Your Colleagues!</td>
<td>Network with your event planning colleagues for knowledge sharing.</td>
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