



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

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