Planning Your Green Event

Preparing for Your Green Event

**SELECTING A VENUE**
- Look for sites around the city that use environmentally friendly products
- Plan to use an outdoor area that is already sustainable and beautiful – it will need less decoration
- Talk to your venue about ways you can conserve throughout the course of the event

**SELECTING FOOD OPTIONS/CATERERS**
- Use organic foods or purchase from vendors who are environmentally conscious
- When selecting a green vendor, use the following sites to assist you:
  - Green Restaurant Association - www.dinegreen.com
  - Local Harvest - www.localharvest.org
- If purchasing food, look for the USDA organic seal, food endorsed by the National Organic Program
- Avoid over-packaging food when used for box lunches, gifts, take out, etc.
- Ask caterers how certain food is caught and raised. Avoid any fish that is overfished or meat that is not organically raised
- Most of our preferred caterers have green options – ask them how you can incorporate those foods into your menu

**PREPARING FOR YOUR EVENT**
- Scan contracts and use an electronic signature to reduce paper waste
- Use paper products that contain recycled materials
- Reuse laminated calendars each year
- Reuse handouts and scraps of paper for to-do lists
- Print documents that are only for your use in draft mode – you will conserve 50% of the ink
- Use highly efficient light bulbs (CFLs or LEDs) when possible
- If presenting a gift, use recycled gift wrap and materials
- When mailing on-site, send via reusable inter-office envelopes
- Reduce mailings by using on-line registrations
- Buy only those supplies you will need – return extras
- Reuse totes and bags when purchasing items for your event
- Recycle any unused/old cell phones, printers, faxes, or ink cartridges in the office
- Send e-correspondence and invitations, when applicable, rather than paper mail

**ON MAKING SITE VISITS**
- Use mass transit systems to travel between venues
- Carpool with other colleagues
- Walk to the venue and vendors, if applicable
- Use a vehicle purchased by the company to make site visits
**During Your Green Event**

- Prior to guests’ arrival, turn heat down or off – when people begin to fill the room, the temperature will most likely rise to a comfortable level.
- Use recycling bins for plastic, aluminum, and paper products – reserve containers at http://www.recycle.gatech.edu/recycling_services/Special_Events/
- Serve tap water as much as possible; if bottled water must be served, provide plastic recycling bins.
- Use glassware as much as possible to avoid plastic waste.
- Instead of using heat or the AC, open windows for natural temperature control.
- Reduce handouts – use technological means (i.e. smart phones, projectors, computer monitors, screens, etc.) to display information.
- Use CFLs or LEDs for lighting, if possible.
- Turn off lights that are not in use.
- Use rechargeable batteries.
- If appropriate, designate funds raised for a charitable cause.

**After Your Event**

- Donate any leftover food, if applicable, to Atlanta’s Table - www.acfb.org/
- Try to conserve water – use the dishwasher instead of hand washing dishes, vases, cutlery, etc.
- Conserve light – only turn on those that are needed.
- Report leaky faucets to the building manager.
- When cleaning, use natural, less toxic ingredients.
  - Vinegar and water for windows/floors
  - Olive oil and lemon juice for furniture.

**Additional Green Resources**

- www.energystar.gov
- http://earthforce.org/

**Reference:**