

# GREEN EVENT PLANNING GUIDE

Any event can be a green event! Green event practices include implementing recycling and minimizing waste, reusing or purchasing environmentally friendly supplies, and using sustainable transportation practices. Greening your event makes it more unique, memorable, efficient, and ecologically-friendly.

## GREEN EVENT PRINCIPLES



**1.** Minimize waste and packaging.



**2.** Reuse items.



**3.** Encourage sustainable transportation.



**4.** Share your information and successes.

# 1. Minimize waste and packaging

- ❑ Visit your event location to see if there are recycling bins available. If there aren't recycling bins, contact the Facilities Service Center at 644-2424 to request additional bins.

If your event is in the Union, contact Guest Services at 644-6083 to request additional bins.

- ❑ Clearly label and group together recycling and trash bins to limit confusion.



- ❑ Utilize digital communication such as e-mail blasts, listservs, websites, and social media to publicize your event. Use Qualtrics, Google docs, and e-vites to manage registrations.

- ❑ Say NO to bottled water by hosting a BYO event. Provide reusable water bottles or encourage participants to bring their own bottles or mugs.



- ❑ Serve beverages in coolers or large pitchers instead of single use bottles.

- ❑ Ensure that condiments, sauces, spreads, chips, and other items are served in bulk to avoid unnecessary waste from individual wrapping.

Example: Purchase party-size chip bags versus individual bags.

- ❑ Choose food platters over individually-packaged boxed meals. Food platters create significantly less waste!

- ❑ Ask catering to provide to-go containers and encourage participants to take it with them. Or coordinate with FSU's Food Recovery Network to donate leftover perishable food by e-mailing [sustainablecampus@fsu.edu](mailto:sustainablecampus@fsu.edu).



- ❑ Think about your swag. Provide useful or eco-friendly products as promotional products or giveaways.

Example: Reusable bags, BPA-free reusable water bottles, reusable utensil sets.

- ❑ Decorate with reusable items or provide ones that can be reused or donated, like potted plants.



## 2. Reuse items and purchase recycled content/low impact products

- ❑ For recurring or annual events, avoid printing dates on signs, posters, and banners so that they may be easily reused year-to-year.



Example: Print "Service Day" instead of "Service Day 2016"

- ❑ Purchase items that can be reused for other events such as A-frame chalkboards, generic decorations, or non-perishable snacks.
- ❑ If your event requires print materials try printing on the back side of spare/scrap paper or try purchasing recycled content paper.
- ❑ Eliminate the use of Styrofoam products by looking into replacements such as cups and plates made from recycled paper products.

If your event requires disposable items, paper is a better ecological choice than plastic.

- ❑ Try to go meat free! Talk with your food service provider about offering vegetarian options, which can also be cheaper!

## 3. Encourage sustainable transportation options

- ❑ Ensure the venue you're using is accessible by foot, skateboard, scooter, bicycle, campus bus, or public transit.
- ❑ If you are hosting an on campus event, choose a convenient location and encourage participants to choose sustainable transportation by informing them about options like carpooling or public transportation.

Visit [biketallahassee.com](http://biketallahassee.com) for route guidance and maps.

- ❑ Visit <http://starmetro.transloc.com> to find which bus route connects to your location.
- ❑ Provide a map of your event location and share information about nearby bicycle racks.

## 4. Share your event's sustainability information and successes

- ❑ Before the event, inform attendees about the green event goals and ask participants to help meet those goals.

Example Goal: At least 50% of our guests use sustainable transportation to the event.

- Publicly congratulate those who took the action!

- ❑ The day of the event, use signage and labeling as well as verbal announcements to highlight the sustainability features of your event.

Examples:

- The event location was chosen for its accessibility by sustainable modes of transportation.
- Why no Styrofoam? Styrofoam is commonly provided for single-use containers, but once at the landfill, it never decomposes!
- Where is the leftover food going? The FSU's Food Recovery Network, a student organization, organizes pick-ups around campus and donates unused food to local hunger- and poverty-fighting organizations!
- Why a vegetarian option? Meatless meals are less energy intensive to produce!

- ❑ Offer email sign-up sheets for those seeking more information or provide program or event information on half or quarter-sheets in public areas.

- ❑ After the event, share the sustainability successes you had during your event with attendees via social media!

Examples:

- Our event donated 50 pounds of uneaten food to the local community!
- Our guest speaker received a potted plant to show our gratitude!
- Our event reduced paper waste by printing double-sided!
- 70% of our guests arrived by sustainable forms of transportation!
- We said NO to bottled water during our event!

**If you have questions about hosting a green event, contact  
[sustainablecampus@fsu.edu](mailto:sustainablecampus@fsu.edu)**



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