

GREEN EVENTS GUIDE

BEFORE THE EVENT

- Advertise the event using electronic promotions (electronic advertising in campus buildings, social media, email invites) instead of physical materials.
- Use RSVP forms for attendees to fill out so that materials and food are not purchased in excess.
- Use reusable decorations, and avoid single use decorations such as balloons, plastic tablecloths, and confetti.
- Encourage carpooling, walking, biking, and taking public transportation to the event.
- Ensure the availability of bins for recycling, waste and composting at the event. These should be properly labeled (with details on how to dispose of the items served at your event) and accessible. If proper waste disposal is not available, rent containers (for trash, recycling and compost) on the Office of Sustainability's website.
- Use compostable materials, and **DO NOT USE STYROFOAM**.
- Recommend guests bring their own utensils, plates, and reusable water bottles.
- Avoid unnecessary items, such as straws, cocktail napkins, and toothpicks.
- If food is being served, provide vegetarian and vegan choices, and try to take advantage of local food options.

DURING THE EVENT

- Direct guests to the proper disposable areas, be it compost, recycling or landfill, and emphasize your "green-event" goal.
- Staff waste stations with "green volunteers" who make sure items are diverted into appropriate containers and thank participants.
- Green volunteers should be educated on the type of materials and how to properly dispose of items at the event to limit contamination.

AFTER THE EVENT

- Coordinate with local nonprofits to potentially donate any leftover food or event materials.
- If there is any post-event information, thank attendees for disposing of waste correctly and helping organizers achieve a "green event."

IOWA

Undergraduate
Student Government