

Green Event Guide

PRE-EVENT

Electronically send out invites. Utilize electronic advertising in locations such as residence halls and the IMU, as well as social media, and email. Ask for RSVPs to plan accordingly for food and materials. Use reusable decorations, and avoid single use decorations such as balloons, plastic tablecloths, confetti, etc. Encourage car-pooling, walking, and biking to the event.

Ensure that there will be 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 clearainers (for trash, recycling and compost) on the Office of Sustainability's website. Link to rent clearainers:

https://uiowa.qualtrics.com/jfe/form/SV_1SNvIGjeEdxaTPL

Use compostable materials. **DO NOT USE STYROFOAM**. Recommend guests bring own utensils, and plates as well as 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. Limit meat products being served.

DURING EVENT

Direct guests' attention to proper disposable areas, be it compost, recycling or landfill, and emphasize "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.

POST EVENT

Coordinate with local nonprofits to potentially donate any leftover food, or event goods.

Thank attendees in post event information for disposing of waste correctly, and helping organizers achieve a "green event".