



GREEN EVENTS


LEVEL 1: THE BASICS


Sending Invitations

 Send invites and announcements electronically, and request electronic RSVPs.


Communicating for Your Event

 Post agenda and announcements on a projector or using whiteboards or chalkboards.


 Make sure your waste bins have proper signage. These can be downloaded at: tiny.cc/zwsigns.


 Don't use handouts or printed materials unless it's a necessity.

Choosing a Venue (and Hotel)


 Choose a green event venue (e.g., provides recycle/compost bins, energy efficient or natural lighting).


Purchasing Event Materials


 Choose reusable when you buy: decorations, event banners that are undated (or printed on white so that you can update it with a white sticker), name badges, etc.


 Don't buy "junk" swag. Select reusable and environmentally-conscious items or raffle off experiences or services that attendees would actually want.


Purchasing Food


 Choose a registered campus caterer at cevs.ucdavis.edu/dept_cont/caterers.

 "Right-size" your orders— a few pro tips: 1) ask about the actual size of serving portions before ordering and 2) order for 70% of attendance.

 Don't order boxed meals or pre packaged items. Order self-serve menu items and snack sized portions.


 Request zero waste materials, either reusable, recyclable, or compostable from your caterer, or consider buying them from the Campus Center for Environment (cce@asucd.ucdavis.edu) or CoHo (752-6622).


 Order one plant-based option to meet dietary restrictions and provide an option with a lower environmental footprint.

 Avoid single-use plastics. Serve drinks in dispensers, and use bulk condiments instead of individual packages.


Handling Waste and Leftovers

 Confirm the venue has proper waste bins for recycling and, if serving food, bins for compost.

 If your event is indoors, place a work order for bins at 752-1655 or facilities@ucdavis.edu.

 Bring containers for attendees to take leftover food. Or, ahead of the event, contact local food recovery groups for food donations.

Post Event

 Congratulate yourself on a great, green event! Please contact the Office of Sustainability at sustainability@ucdavis.edu with any questions on green events, and your event outcomes and insights.

GREEN EVENTS

LEVEL 2: RAISING THE BAR

Sending Invitations



Encourage sustainable transportation to the event.

Sample language: Walk, bike, carpool, or take public transportation to this event! Unitrans (unitrans.ucdavis.edu) offers transportation within Davis, the YoloBus (yolobus.com) comes from Woodland and Sacramento daily, and Amtrak (amtrak.com) stops right in downtown Davis within walking distance to campus.



Ask attendees to bring their reusable mugs/cutlery/food containers for event meals and drinks.

Communicating for Your Event



Print out any necessary handouts on post-consumer recycled content paper.



Highlight your green efforts to attendees, both in your written communications and with posted flyers at the event.



Announce the location and signage for compost/recycle bins before the food is served or set up.

Choosing a Venue (and Hotel)



If attendees are staying overnight, **work with a nearby hotel that has green practices for block rates.** Green practices could include LEED certified buildings or allowing requested or automatic opt-out from daily housekeeping in attendee rooms.

Some sites like TripAdvisor allow you to search for "green" hotels. In Davis, the Holiday Inn falls in this category.

Purchasing Event Materials



Before you buy, **check with other event planners to see if you can borrow the items you need** instead. Email the listserve: eventplanners-request@ucdavis.edu.

Purchasing Food



Try to order meat products that are **cage-free, free-range, or humanely raised meat** and dairy or sustainably harvested seafood.

Handling Waste and Leftovers



Recruit staff or volunteers to be "zero waste guides" at the waste bins to help reduce confusion. The Office of Sustainability provides free training and posters, and can supervise the guides during the event for a charge.

Post Event



Please contact the Office of Sustainability at sustainability@ucdavis.edu with any estimates of unserved food and food ordering and donation tips. This information may **help us determine best practices to prevent food waste.**