

Sustainable Event Guide for Student Affairs

Pre-event Planning

Reduce Waste

- Use as little printed material as possible
- Utilize recycled products and print on both sides
- Email, text message, radio PSA (Public Service Announcements) and web are all paper free. Use them as much as possible for advertising & registration
- Market the event as sustainable and highlight those features to brand your event.
- Offer re-usable/recyclable water bottles (your logo?-remember branding) if your budget allows. If not, notify participants that water is available as refill only.
- Use non-dated banners, posters, and props that can be used at other events. If dates are required make them removable so the base banner is still usable.

Vendor Considerations

- Notify vendors/employers/constituents that this is a sustainable event.
- Ask them if they can use recyclable or re-usable material that perhaps has a life after the event.
- Ask exhibitors to minimize promotion gifts or handouts and respective packaging materials. Limit give-aways.

Transportation Considerations/Limited Parking on Campus

- Encourage the use of mass transit and carpooling for exhibitors, employers, and visitors. Let people know parking is limited
- Create awareness surrounding carbon neutral transportation. Suggest purchasing carbon offsets for unavoidable travel – Google search “carbon offset”

At the Event

- Have re-usable, recyclable logo water bottles for sale and use Chartwells' 35 gallon bottles for refills. If disposable cups are required – use paper not plastic.
- Explain the current recycling program when people check in – what can and cannot be recycled.
- Let people know what you are doing to promote sustainability & how they can help
- Make sure the setup crew has recycle containers at appropriate spots & pair trash & recycle containers together whenever possible. Ideally wherever there is a trash container there should be a recycle container & vice versa.
- Be aware of what you are giving away
 - Try not to give away petroleum based (plastic) products
 - Minimize the use of individually packaged items and “extra” packaging – if you want to give them a pencil give them a pencil, but not in a bag that will just get thrown away
- Recycle all cardboard for events at the Union Building (and soon elsewhere on campus)
- Ask Plant Ops to deliver and pick-up aluminum recycling containers for special events. (Do **NOT** discard plastic as it will jeopardize service if contamination is found). Call Que Collard's office at 581-6108 to make arrangements.

Need Additional Resources?

- ASUU has recently purchased banners from a company called MyCollegeBanners.com (<http://www.mycollegebanners.com>). This company creates a textile-based product that offers sustainable alternatives for banners, flags, and other promotional items.
- <http://www.sustainable.org/information/susevent.html>
- <http://www.oursouthwest.com/SusBus/greener-events.pdf>
- <http://www.bluegreenmeetings.org/HostsAndPlanners/index.htm>