12 ACTIONS FOR SUSTAINABLE EVENTS
SPECIAL EVENTS CHECKLIST

1. MINIMIZE OR ELIMINATE HANDOUTS
Distribute handouts after the event via downloadable email, or printed double-sided on 100% recycled paper with post-consumer content. This is readily available through Printing and Copy Services, and Central Stores.

2. SEND INVITATIONS VIA EMAIL
Notify participants that this is a sustainable or zero-waste event. Minimize or eliminate promotional flyers, and specify any printing on 100% recycled paper.

3. VIRTUAL EVENTS / TELECONFERENCE MEETINGS
Eliminate the carbon impacts of driving or flying. Western Washington University has two campus-wide IP video conferencing rooms. To learn more, and access the schedule for these rooms, go to the ATUS website: http://west.wwu.edu/atus/video/conference.shtml

4. HEALTHY OPTIONS
Provide vegetarian/vegan entree option when entrees are served, and include fruit and vegetable snack options.

5. FAIR TRADE, LOCAL, ORGANIC
Specify local, organic, fair trade whenever possible, aiming for at least 20% of food purchased.

6. WATER IS PROVIDED AS A BEVERAGE CHOICE
Preferably tap water, served in pitchers or bulk dispensers. Individual bottled water is avoided.

7. AVOID INDIVIDUALLY-PACKAGED SERVINGS
Food is served buffet-style, plated service, or family-style. Serve on re-usable dishes, cutlery, napkins, and tablecloths, or use compostable or recyclable disposables and dispose accordingly.

8. SHARE THE NEWS!
Event coordinator or Caterer provides information about the sustainable food and zero-waste aspects of the event to participants.

9. SET A ZERO WASTE GOAL & WASTE PLAN
Re-use, recycle, or composted all materials generated at the event. Remember to coordinate with Catering/Dining Services and AS Recycling.

10. REDUCE THE IMPACT OF GIVEAWAYS
Choose consumables, or promotional items that are purchased responsibly, preferably fair trade or made of recycled materials.

11. CHOOSE COMPOSTABLE CENTERPIECES
Choose compostable centerpieces and decorations that are re-usable or made of recycled materials, then save them for re-use, donate, or dispose of them responsibly.

12. HELP OTHERS PLAN AHEAD & FOLLOW UP
Notify Vendors and participants ahead of time that this is a Zero-waste event; ensure recycle and compost bins are available so that waste does not get dumped in the rush to clean up after the event. Remind participants to bring their own mug, to reduce paper cups used for coffee.