

Sustainable Event Checklist

Location

- Host event outside to minimize electricity consumption.
 - If outdoors isn't an option, host your event in a room with adequate natural lighting to minimize electricity consumption from lighting.
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Materials

- Use electronic invitations and reminders.
 - Provide electronic access to presentations and meeting agendas for the event (if necessary).
 - Consider reusable decorations instead of single-use items.
 - If applicable, think about offering sustainable giveaways, such as reusable items.
 - Consider raffling off one larger giveaway instead of a bunch of smaller giveaways.
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Food

- When you request food through Elon Dining's Mill Point Catering, consider requesting local and/or organic food.
 - Provide plant-based options.
 - Elon Dining provides free compostable service ware. Reusable service ware is offered for an additional fee. Student organizations can request reusable service ware in the "Event Details" section of their order.
 - Request pitchers or carafes for drinks, rather than individually packaged drinks.
 - Request bulk containers for items like salad dressings and condiments. Do not order individually packaged items (e.g., granola bars, candy bars, etc.)
 - Try not to over-order food.
 - RSVP in advance with enough time to notify catering. Changes need to be made at least three days prior for small events and seven days for large events.
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Waste

- In your communications write, "Please help us reduce waste at the event. Attendees are encouraged to bring reusables."
- During the event, make sure there is proper signage on bins for landfill, recycling, and compost. Inform attendees of how to sort the waste during the event.
- Confirm that all service ware is compostable.
- Make sure liquid and food containers are CLEAN and EMPTY before recycling them.

Sustainable Event Questions to Consider

How does your event/organization relate to sustainability? Why is being sustainable important to your organization? The United Nation's [Sustainable Development Goals](#) are a wonderful resource to learn about the breadth of sustainability.

What are your sustainability goals for your event?

What details make your event unique? What questions do you have about making these unique components more sustainable?

