

EVENT'S GUIDE TO SUSTAINABILITY

Office of Sustainability and Innovation, Colby-Sawyer College

Why Host a Sustainable Event?

- ◇ Conserves the environment
- ◇ Promotes well-being
- ◇ Creates positive changes beyond the boundaries of the event
- ◇ Improves the experience of your participants
- ◇ Positions the school as a leader
- ◇ Stays in line with the college's strategic theme



How to Host Sustainable Events?

Publicity and Registration

- ◇ Distribute "Save the Date" information by email
- ◇ Provide online registration

Event Materials

- ◇ **Paper:** Use environmentally sound paper and packets by purchasing 100% post-consumer, chlorine-free or tree-free paper
- ◇ **Handouts:** Consider which materials need to be included in the packet (print double-sided), and which can be provided online.
- ◇ **Name tags:** Use recycled paper. Request participants return the holder and provide a bin at the exit for this purpose.
- ◇ **Markers and White Boards:** Use water-based, non-toxic markers on reusable white boards

How to Host Sustainable Events?

Food Service

- ◇ Discuss goals with Parkhurst : As possible, use local organic and seasonal sources of food and beverages, sustainable seafood sources, and distribution of edible leftovers to charity.
- ◇ Closely estimate food amounts through a careful head count to minimize waste.
- ◇ Use reusable tablecloths, napkins, plates, flatware, and beverage containers
- ◇ Use bulk dispensers for beverages, salt, pepper, cream, etc. rather than providing individualized packages, cans or bottles.

Logistics

- ◇ **Decorations:** Select live plants, natural materials such as pumpkins, pine cones, organic community garden produce, or flowers.
- ◇ **Signage:** Clearly mark all recycling and composting containers, and menu selections. Avoid using dates on signage so they can be reused for other events.

Waste and Recycling

- ◇ Set up a Zero-Waste Station with color coded and labeled bins for recycling and composting (Blue for Recycling and gray for Compost). Provide a separate container for liquid waste.
- ◇ Above each of the bins, list what materials belong in each bin.

"The key to a Zero-Waste event is careful planning so that all materials are reusable, recyclable or compostable. There is no need for a trash can! When the event is over, you and your guests will feel good knowing that the festivities didn't come at a cost to the environment."

For more information, contact:

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