

FSW GREEN TEAM EVENT CHECKLIST

FOOD & BEVERAGE

- Serve food that doesn't require utensils.
- Use reusable supplies when feasible (e.g., cups, mugs, plates, cloth napkins). When infeasible, select unbleached paper products over plastic or styrofoam products.
- Minimize or avoid individually packaged items (e.g., snacks, condiments).
- Check with the vendor for eco-friendly options they may be able to provide (e.g. paper instead of plastic straws, paper instead of plastic or styrofoam boxes) if catering or a food truck is included in the event.
- Encourage participants to bring their own reusable water bottles.
- Provide a water station (e.g., water jugs, water pitchers available in Garden House) participants can use to fill their water bottles.
- Serve still or sparkling water in cans to be recycled if beverages will be provided.
- Minimize or avoid the use of foods containing artificial coloring.



WASTE

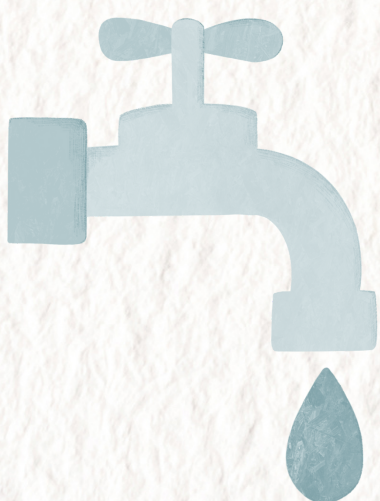
- Provide labeled trash, recycling, and compost bins together throughout the event space and encourage participants to separate their waste.

MATERIALS & HANDOUTS

- Utilize digital materials when possible (e.g., use a QR code in lieu of a paper agenda).
- Minimize or avoid lamination or shiny non-recyclable paper if paper handouts are necessary.
- Minimize or avoid the use of any giveaways from the event.



EVENT SET-UP & TRANSPORTATION



- Minimize or avoid use of single-use decorations (e.g., balloons, vinyl tablecloths).
- Minimize or avoid the use of any giveaways from the event.
- Encourage participants to walk, bike, or carpool if possible.
- Carry reusable bags (not plastic) when shopping for supplies.



Thank you for helping to make FSW events as sustainable as possible! If you need assistance or have questions please reach out to a member of the PA Green Team!