Tips and Resources for Johns Hopkins University Event Planners
Events at are an opportunity for Johns Hopkins University to showcase its values. With the support of the Office of Sustainability and the tips below, you can easily make your event more #HopkinsEcoSmart!

**WASTE**

- Request proper bins from Facilities for your campus (see the last page of this guide for your campus contact) and ensure that bins are conveniently placed.
- Help your guests sort their waste by communicating what items go in what bin using the following:
  - **Detailed signage**
  - If using presentation, add a slide noting how to sort waste.
  - **Announcements**
  - **Table tents** - these encourage guests to think about where they will toss their waste before they reach the bins, which increases the likelihood that they will sort properly.
  - Event staff/volunteers assigned as wastebin monitors who are there to instruct guests how to sort their waste.
- Measure success by weighing/counting bags of compost and recycle - this is how much you diverted from the incinerator/landfill.
- Bring storage bins and bags so no event supplies get left behind.
- At Homewood, publish a Free Food Alert so hungry students can help you reduce food waste after your event is over (you must first register and be approved as an event planner).
- Request that your caterer bring to-go boxes for extra food.
CATERING

- Select a **Preferred Green Caterer**, a pre-approved caterer that has agreed to provide JHU events with fully compostable service-ware for no additional charge.
- Be sure to confirm compostable service-ware (cups, bowls, plates, utensils) from your caterer.
- Request that all drinks be served in a reusable dispenser like a pitcher or bubbler with compostable cups.
- Request bulk items:
  - Chips in bowls instead of individual bags
  - Condiments in bowls
  - Use pitchers and bubblers instead of bottled water (Homewood Dining has beverage cambros available to be reserved by student groups; email hopkinsdining@jhu.edu to check availability)
- Choose finger food that can be eaten without utensils.
- Consider hosting a potluck.
- At casual events, use napkins instead of plates.
- Go reusable wherever possible, including plates, glasses, utensils, serving trays, bowls, serving utensils, and beverage dispensers.
- Eliminate Styrofoam and bottled water.
- Choose cloth napkins and linen table cloths.
- Have at least one substantial vegetarian and vegan option.
- Avoid unnecessary packaging and plastic bags.
- Use fair trade, fair labor, organic, sustainably grown products.
- Resist the urge to over-order! Order the appropriate amount of food to reduce food waste.
- Encourage guests to bring their own mug/bottle.
- Homewood student groups: Buy compostable utensils, plates, etc. at a significantly discounted price from Dining.
- Shift away from boxed lunch and toward buffet style.
  - If a boxed lunch is necessary, consider setting up a buffet with boxes at the start instead of plates; guests can choose the food they want, and you can still reduce the waste (i.e., chip bags, ketchup packets) from your event and save money.

As demonstrated by JHU’s own Center for a Livable Future, beef production is a significant source of greenhouse gas emissions and water consumption.
PLANNING & PREP

- Minimize paper use through electronic advertising, invitations, and handouts
  - Electronic invitation tools include Evite, Paperless Post, Brown Paper Tickets, and Hopkins Groups
  - Conference programs and schedules can be viewed electronically via the Guidebook app
  - Utilize JHU’s digital marketing tools like Today’s Announcements, the Hub Calendar, OrcaTV, digital screens and signs at your school/campus and the appropriate list-servs
- Include reminders for attendees to bring their own water bottles, travel mugs, etc.
- When paper is used, choose recycled content, FSC certified or chlorine-free paper, opt for soy-based inks, and print double-sided where possible
- Limit gifts and favors or choose products that are produced locally, use fair-labor and fair-trade practices, made of sustainable materials and are reusable and functional

MARKETING YOUR ECO-SMART EVENT

HOSTING

- Use a dry-erase board or projector rather than a paper flip carts
- Announce and advertise the location of water fountains
- Provide speakers with water in a reusable mug or glass
- Show off your efforts by sharing your commitment to sustainability in digital communications and announcements at the event

SAMPLE COMMITMENT STATEMENT

“To demonstrate our commitment to environmental sustainability, the Department of X has taken thoughtful steps to reduce the environmental impact of this event. These steps include minimizing print materials, using a Preferred Green Caterer, providing all compostable materials, sourcing fair-trade gifts, and more. We invite you to join us in this commitment by composting all your waste/recycling your program/returning your nametag.”
**TRANSPORTATION**

- Choose a location that is accessible via public transit, bike, or foot
  - Promote this option by linking directly to schedules and maps in all invitation materials
- Research safe and secure storage for bikes and make any necessary arrangements with building security for bikers to access storage
- Consider webcasting the event to eliminate any transportation emissions
  - JHU’s Ustream is available to book major university events
  - Facebook Live offers straightforward live-streaming of events to the public for a max of 20 minutes
- Proactively arrange carpooling by asking about carpooling interest and location in the RSVP form

**DECOR**

- Use recyclable or reusable decorations
- Keep dates off of banners and other event materials so they can be reused
- Consider using functional or natural décor, such as live plant, or uncut floral centerpieces, fresh fruit that guests can eat, a basket of sustainable promotional items, decorative water and stone vases
- Use locally grown and sustainably grown flowers
- Limit the use of balloons as they are not biodegradable
- Use reusable name tags and collect nametags after the event
  - Create a recycling station for reusable items including nametags, campus maps, instructions, etc.

**ENERGY**

- Use a room with windows during the daylight hours or host outdoors
- Turn off the lights in sunlit rooms
- Shut off AV, lighting, and HVAC equipment when not in use
Requesting bins is one of the most important tasks when planning an eco-smart event. This process varies by campus. Let them know what you need about two weeks prior to your event.

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<thead>
<tr>
<th>Campus</th>
<th>Office</th>
<th>Phone, Email, or Website</th>
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<tbody>
<tr>
<td>Bayview</td>
<td>Housekeeping</td>
<td>410-550-1146</td>
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<tr>
<td>Carey Business School, Washington, DC</td>
<td>Campus Operations</td>
<td>202-588-0597</td>
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<tr>
<td>Carey Business School, Harbor East</td>
<td>Campus Operations</td>
<td>410-234-9465</td>
</tr>
<tr>
<td>Homewood</td>
<td>Homewood Recycling</td>
<td>410-516-5736 jhfre.jhu.edu/recycling</td>
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<tr>
<td>Johns Hopkins at Keswick</td>
<td>Transwestern</td>
<td>443-997-0680</td>
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<tr>
<td>Johns Hopkins at Mt. Washington</td>
<td>Transwestern</td>
<td>410-735-7727</td>
</tr>
<tr>
<td>Johns Hopkins Hospital</td>
<td>JHH Sustainability Program</td>
<td><a href="mailto:sustainable@jhmi.edu">sustainable@jhmi.edu</a></td>
</tr>
<tr>
<td>Peabody Institute</td>
<td>Plant Operations</td>
<td>667-208-6510</td>
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<tr>
<td>School of Advanced International Studies</td>
<td>Zendesk</td>
<td>202-6636-5665 sais.zendesk.com</td>
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<tr>
<td>School of Education</td>
<td>Campus Operations</td>
<td>410-516-4925</td>
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<tr>
<td>School of Medicine</td>
<td>Facilities</td>
<td>410-955-3324</td>
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<tr>
<td>School of Medicine, 550 and 1830 Buildings</td>
<td>Property Management</td>
<td>410-955-2156</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Facilities</td>
<td>410-955-3324</td>
</tr>
<tr>
<td>School of Public Health</td>
<td>Facilities Management</td>
<td>410-955-3404 my.jhsph.edu</td>
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