» Request proper bins from your campus’ Facilities Office
» Help your guests sort their waste by communicating what items go in each bin using the following:
  • Detailed signage or table tents
  • Event staff/volunteer wastebin monitors
» Bring storage bins and bags so no event supplies get left behind
» At Homewood, publish a Free Food Alert to reduce food waste (you must first register and be approved as an event planner)

» 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 from your caterer
» Request that all drinks be served in a reusable dispenser like a pitcher or bubbler
» Request bulk items (i.e. chips, condiments, etc.)
» Provide ample vegan and vegetarian options
» Choose finger foods or items that can be eaten without utensils
» Get an accurate headcount to avoid over ordering

» Use a room with windows during the day and turn off lights in a sunlit room
» Shut off AV and lighting when not in use
» Use recyclable or reusable decorations
» Keep dates and location off of banners and other event materials so they can be reused
» Consider using natural decor, such as live plants, uncut floral centerpieces, or fresh fruit that guests can eat
» Limit use of balloons that aren’t biodegradable
» Use reusable nametags and collect them at the end of the event

» Minimize paper usage through electronic advertising, invitations, and handouts
» 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 reusable mug, travel mug, etc.
» When using paper, choose recycled content and FSC Certified paper
» Limit gifts and favors or choose products that are made of sustainable materials and are reusable and functional
» Use a dry-erase board rather than paper flip boards