

# GREEN EVENTS PLANNING GUIDE

## WASTE

- » 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)

## 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** 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

## ENERGY & DECOR

- » 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 **resuable nametags** and collect them at the end of the event

## PLANNING & HOSTING

- » 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