Guide to Green Events

Hosting a Green Event is as Easy as following these four steps.

1. **Purchase Food to reduce Environmental Impact**
   - Organic and fair trade coffee and teas
   - Organic and locally grown produce
   - If possible, replace one meat item with a vegetarian item
   - Offer free range and naturally raised meats, or local and sustainably harvested fish
   - Serve organic, biodynamic, or New England wines
   - Use local and organic flowers

2. **Purchase to Reduce Waste**
   - Aim to host a “Zero Waste” event
   - Use pitchers of water instead of bottled-water
   - Use washable china, glassware and flatware
   - When reusable items are not available, purchase the following recyclable (or compostable if applicable) items:
     - Plates, bowls, and cups (hot and cold)
     - Forks, knives, spoons, and coffee stirrers (wooden)
     - Napkins with post-consumer recycled content
   - Use dispensers for sugar, condiments, and salt
   - Avoid single serve packets and cardboard/plastic boxed meals where possible
   - Plan decorations and signs that are reusable or recyclable and decorate with live, reusable plants
   - Where possible avoid additional packaging
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3. Recycle, Compost, and Donate
- Clearly label what products can be recycled and composted and ensure the same signage is on the recycle and compost bins.
- Recycle all paper, plastics and glassware after the event.
- If you are using compostable plates and utensils, make sure they make it into the compost bins.
- Leftover food that has not been set out for consumption can be donated to local food banks and shelters.
- Compost all food waste from the kitchen.
- Donate flower arrangements after the event.

4. Extra tips:
- Use powerless insulated containers to keep food hot or cold.
- Utilize compost and recycling signage available on green.harvard.edu.
- Create paperless invitations and tickets online using a platform such as paperless post, eventbrite, or evite.
- Consider the packaging and material of any give-aways at the event.
- Provide information for your guests about the environmentally friendly practices at your event.