

Green Events Checklist

Planning an event or meeting takes work and the task of making them more sustainable can be daunting. This checklist, along with the other Green Guide forms, were created to provide easy-to-follow tips and procedures for making an event or gathering more sustainable. Event organizers should consider each of the following actions when planning events:

Communication & Giveaways

- Use electronic communications instead of paper for invitations, registrations, event programs, handouts and follow-up communications.
- Incorporate sustainability messaging into event communications. Suggestions include adding the event's sustainability goals or requirements in social media posts, in event invites or emails, or by simply adding an opening slide regarding sustainability in the event PowerPoint.
- When printing is necessary, use double sided printing, and design reusable print materials by avoiding one-time dates and slogans.
- When opting for an event giveaway, offer giveaway items that are reusable and/or created from recycled materials, such as reusable bottles or bags.

Food, Beverages, & Catering

- Consider catering from a locally owned establishment that supports sustainability.
- Offer vegetarian and vegan food choices.
- Consider serving beverages in pitchers or beverage dispensers instead of gallon containers and opt for reusable or compostable* cups.
- Consider serving meals buffet style or serving foods that don't require single-use utensils or individual packaging.
- Consider composting food scraps at smaller events.
- *Use reusable dining ware when possible. If not possible, look for compostable or recyclable products made from renewable resources or post-consumer recycled material.

Waste Reduction

- Encourage attendees and speakers to bring reusable bottles.
- Avoid single-use plastic products by opting for reusable dining ware.
- *Use reusable, recyclable, or compostable dishware and decorations.
- Choose the correct sizes & quantities of dining ware and other supplies for your event type.
- Provide wooden stirrers and plastic straws by request only.
- Promote recycling at the event through clear signage and announcements.
- Have attendees take leftovers home or consider donating leftover food to a donation site.

** It is encouraged to use compostable products made from paper, sugarcane, bamboo, or other similar renewable resources. Avoid bioplastics, as they are not recyclable and not easily compostable.*

If you have any questions, reach out to the Office of Sustainability at Sustainability@LeonCountyFl.gov or call us at (850) 606-5022.

