

Green Event Vendor Request Form

Finding a caterer that can meet your sustainability requests is easy when you ask the right questions. This list is comprised of encouraged sustainability actions - before finalizing your order, find out which of the actions each caterer can accommodate. Instead of having to make individual requests, you can share this form with the vendor of your choice for them to complete and return to you.

Encouraged Sustainability Actions

Food

- Locally sourced, seasonal, organic, fresh ingredients are included
- Vegetarian and vegan options are available
- Gluten-free and dairy-free options are available

Beverages

- Beverages are available in bulk packaging as an alternative to individual bottles/containers
- Creamer and sugar are available in bulk packaging as an alternative to individual packets/containers
- Coffee and tea are fair trade and/or organic certified products

General Waste Reduction

- Water is provided in reusable pitchers or large containers, to avoid waste from plastic bottles
- No expanded polystyrene (Styrofoam) containers or items (i.e. cups, to-go boxes, plates, etc.) are used or provided
- Reusable dining and service ware are available for use or rental
- Buffet style meals (e.g. sandwich platters, salad bowls, cookies platters) are available to avoid excess single-use packaging waste
- Compostable and/or recyclable, dining and service ware (e.g. platters, plates, cups, cutlery, stir sticks, napkins, and serving utensils) are available. *(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)*
- Plastic straws and wooden stirrers are provided by request only
- Bulk condiments (e.g. ketchup, mayo, mustard, salad dressing, salt, pepper, sugar, etc.) are available as an alternative to individually wrapped items
- Compost receptacles for food waste are available for use or rental
- Excess food planned to be donated to _____

If you have any questions or need assistance making these more sustainable options available to catering customers, reach out to the Office of Sustainability at Sustainability@LeonCountyFl.gov or call us at (850) 606-5022.

