

Green Event Planning Guide

for Duke University

REDUCING WASTE

- Consider the following publicity efforts to reduce waste:
 - Print all publicity materials on recycled paper.
 - Print all publicity materials using soy or vegetable-based inks.
 - Avoid printing full brochures. Instead, use postcards for mass mailings, directing event participants to an event website with detailed program information. (Also reduces postage costs!)
 - When mailing event publicity, print addresses directly onto envelopes/brochures, avoiding the use of address labels.
 - When printing signage/posters, do not include dates so that these items can be reused.
 - Instead of direct mail publicity campaigns, consider newspaper, organizational newsletters, and radio.
 - Publicize your event via e-mail and the internet.
- If your event requires pre-registration, ask participants to register on-line. Visit Duke's on-line registration resource for additional information on how to set up web-based event registration:
<http://events.duke.edu/conferences/index.html>
- Confirm event registrations via e-mail.
- During the event, post only a few copies of important event information in public areas to avoid making photocopies for each event participant.
- Use reusable plastic namebadge holders. Then collect them at the end of the event for reuse. Adhesive-backed disposable namebadges cannot be recycled or reused.
- Instead of setting each seat with a pad of paper and writing utensil, let participants know they should bring paper and writing utensils and have these items available as needed.
- Use dry-erase boards or chalkboards instead of flip chart paper.
- Encourage speakers/facilitators to prepare PowerPoint presentations instead of using handouts.
- If handouts are required, print material on both sides of paper.

- ❑ If attendees would like copies of specific handouts or transcripts, provide these via e-mail or post on event website.
- ❑ For centerpieces and other event decorations, use objects and materials that can be used again for various settings. Potted native plants work well. Encourage participants to take the plants home with them to grow in their yard or garden.
- ❑ If centerpieces or decoration items are not reusable, consider donating them to a local charity.
- ❑ Use reusable cups or mugs as promotional products. Participants can use these during the conference and then take home.
- ❑ Do not include dates on promotional products so that they can be used at following events.

MANAGING WASTE

- ❑ Compost food waste. Contact the North Carolina Division of Solid Waste for a list of local compost sites, 919.508.8400, <http://wastenot.enr.state.nc.us>
- ❑ Donate excess food to local food banks and shelters.
 - Durham Rescue Mission, 919.688.9641, www.durhamrescuemission.org
 - Urban Ministries of Durham, 919.682.0538, www.umdurham.org

RECYCLING

- ❑ Request recycling bins and services for your event. For events held on Duke's campus, contact Duke Recycles at 919.660.1448 (www.fmd.duke.edu/recycles) or your event site coordinator.
- ❑ Place recycling containers next to trash receptacles for easy accessibility.
- ❑ During event announcements, remind participants what and where to recycle.

FOOD SERVICE

- ❑ Use on-campus caterers in order to reduce gasoline use during delivery.
- ❑ Use caterers that commit to using local and organic foods.
 - Earth Fare, 919.442.1223, www.earthfare.com

- Foster's Market, 919.489.4114, www.fostersmarket.com (local foods upon request)
 - Irregardless Café, 919.789.9274, www.irregardless.com
 - Saladelia Café, 919.489.5776, www.saladelia.com
 - Weaver Street Market, 919.929.0010, www.weaverstreetmarket.com (organic and local foods upon request)
 - Whole Foods Market, 919.286.2290, www.wholefoodsmarket.com
- Serve fair trade coffee.
 - Eliminate excess food packaging. Avoid box lunches, condiment packets, flatware packets. Instead, serve in large serving containers.
 - If serving box lunches, request that they are packaged in recyclable containers.
 - Offer snacks that are served in bulk (not individually packaged). Trail mix, whole fruit, cheese, crackers, bagels, etc. are all good examples.
 - Serve bite-size or finger foods. These items require no utensils.
 - Avoid use of coffee stirrers, straws, paper doilies, and toothpicks.
 - Ask food vendors and caterers to use durable serving ware. If china and silverware are not available, disposable products should be biodegradable (paper, corn-based, wheat-based, etc.).
 - Use cloth napkins and tablecloths for meals.
 - To be sure that vendors comply with earth-friendly requests, consider including such language in event contracts.
 - To avoid excess waste, accurately estimate attendance when guaranteeing catering orders.
 - If serving alcohol at your event, ask bartenders to save all glass, plastic, and aluminum containers to be recycled with other event recycling.

CONSERVING ENERGY

- Seek out naturally lighted meeting rooms to conserve energy.
- Use on-campus caterers to reduce gasoline use during delivery.
- Encourage participants to carpool to the event. Post a ride-share page on your event website.
- Choose a lodging site that is convenient to the event. Encourage participants to use hotel shuttle service or walk to the event.

- Hire shuttles to transport participants from hotels or mass transit areas to the event site.

PURCHASING ENVIRONMENTALLY AWARE MATERIALS

- Use writing utensils made from recycled or biodegradable materials.
<http://care2.greenhome.com/products/office>
www.industriesoftheblind.com/products.html
- Use office products (sticky-notes, lined pads, paper clips, etc.) made from recycled content.
- Purchase promotional products made from recycled content. See “Additional Resources” section for suggested vendors.

ADDITIONAL RESOURCES

Amazing Recycled Products
www.amazingrecycled.com

BioCorp, Inc. - biodegradable plastic tableware and biodegradable bags
www.biocorpusa.com

Direct Access International - 100% recycled content apparel and accessories
www.directaccessintl.com

Eno River Association - organizers of the trash-free Festival for the Eno
www.enoriver.org

Environmental Protection Agency - Green Conference Initiative
www.epa.gov/oppt/greenmeetings

Rainbow Eco Specialties - promotional product made from recycled materials
www.ecopromo.com

Recycling Advocates - Recycling at Your Event
www.recyclingadvocates.org

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