

Sustainable Event Planning

Quick Guide



This is a quick guide if you would like to plan a sustainable event. If you would like more guidance, try using the Sustainable Events Certification too at sustainability.mit.edu

BEST PRACTICES

Do these things whenever possible

- Have a "Sustainability Moment" at the beginning of your event
- Use reusable cutlery and service-ware - Zero Waste
- Choose mostly plant-based foods for your menu (vegetarian)
- Choose locally (New England) sourced foods wherever possible
- Purchase bulk beverages - try flavored waters
- Label food options with dietary needs and local source
- Try engaging Waste Watchers at one event

AVOID

Avoid these things whenever possible

- Plastics
- Excessive SWAG
- Leftovers - right size ordering
- Red meat (Beef/pork/lamb)
- Sugary beverages

TIPS ON RECYCLING

- "If in doubt, throw it out"
- Clean plastic and glass
- No disposable cups, plates, or utensils
- No plastic bags
- How do I recycle this? - check out DEP Recyclopedia - www.mass.gov/info-details/how-where-to-recycle

Remember:

Just ask your caterer about sustainable options! Most will know what is within their capacity to do or change.

Fun Facts:

At a recent "Open Space" event, 68% of attendees brought their own reusable mug in exchange for a treat!