

## Green Event Checklist

**More Formal Meetings at Tufts – Examples Include: Meetings with other departments or senior administration, events with food/cocktails**

### Location

- Find a location that requires the fewest amount of people to drive
- If attendees are coming from all three campuses, provide audio or video conferencing options and/or encourage individuals to carpool or take the T
- Hold meetings during the business day or right at the end of the day to minimize extra car trips

### Materials

- Send out invitations and reminders via email. If you want a fancier look, use a tool such as [evite](#)
- E-mail out handouts and meeting agendas instead of printing them.
- Project the agenda or write it on a white (or black) board or flip chart instead of printing out hard copies for each person
- If handouts are unavoidable, enlarge the margins and print double-sided to save paper. Print in black and white to save money
- Collect and reuse any name tag holders (if the meeting is a recurring meeting create reusable name tags that will be collected at the end of each meeting)

### Food

- Use reusable dishware if possible
- Encourage people to bring their own mug
- Choose hors d'oeuvres that can be consumed without utensils or bowls (e.g. finger food)
- Use napkins for finger foods and simple desserts (cookies, brownies) instead of plates
- If disposables are used, provide compostable<sup>†</sup> or recyclable\* plates and utensils
- Use napkins made from recycled content paper
- If you are providing cups, offer hot cups or plastic cups as they are both recyclable at Tufts (cold paper cups are not).
- Avoid excess packaging by providing pitchers or cartons of milk, creamer and sweeteners

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- Avoid wasteful single-serving beverages by offering beverages in attractive pitchers (you might need to remind caterers to NOT provide bottled water)
- Offer primarily vegetarian food. Avoid red meat or [unsustainably-sourced seafood](#).
- Provide a compost bin for individuals to compost food waste and designate an individual to bring it to a compost station on campus
- Bring surplus food back to the office for students and colleagues. If you have a lot tweet about it with the hash tag #freefoodatttufts

### Waste

- Announce waste disposal options before meal begins or during meal
- Make sure there are well labeled recycling bins everywhere there are trash bins
- Ask caterer to take back and reuse the serving dishes