

## Green Event Checklist

**Small In-Office Meetings** – Examples include: staff meetings, project meetings, or small office parties

Topic	Individual Responsible	Completion Date
<b>Materials</b>		
Send out invitations and reminders via email.		
E-mail out presentations and meeting agendas instead of printing them.		
Write the agenda 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 them double-sided. Print in black and white to save money		
<b>Food (if provided)</b>		
Provide reusable dishware or ask individuals to bring their own cups, mugs, (maybe even plates and silverware!) to the meeting		
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 (cold paper cups are not). Provide a marker so that individuals can label their cups for reuse.		
Use serving utensils from previous catered events or bring some from home for the day		
If you provide drinks, avoid single-serving beverages by offering drinks in two liter bottles or pitchers		
Avoid excess packaging by providing pitchers or cartons of milk, creamer and sweeteners		
Put out surplus food for students and colleagues and/or remind individuals ahead of time to bring containers to take food home with them		
Provide a compost bin for individuals to compost food waste and designate an individual to bring it to a compost station on campus		
If clean-up is necessary, use green cleaners to clean-up meeting space		
<b>Waste</b>		
Make sure there are recycling bins in the room		

<sup>†</sup> Don't bother spending additional money on compostable items unless they are actually going to be composted, if they go in the trash at Tufts they will be incinerated before they have a chance to break down.

\*Wiped off plastic plates can be recycled in the glass/metal/plastic bins on campus