

# Green Event Guide

A green event of meeting incorporates environmental considerations into the planning process to minimize the negative impact on the environment. Green events increase economic and environmental efficiency by minimizing the consumption of resources and reduce the amount of waste produced from event activities.

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Planning a green event involves looking at decisions that you already make from a new angle. The four main categories to consider are:

## **Venue**

Select the most convenient, sustainable location for the space. Reserve a space on campus near most of the attendees. Make sure to request technology from Events Services *only when it is needed*. Otherwise, let Events know that they can turn off all the electronic equipment in the room.

When the meeting is over, make sure to turn off all electrical equipment: computers, projectors, lights, and anything else that may be powered on.

## **Food and Beverage**

Request that invitees RSVP to better estimate food needs. Whenever possible, order local or sustainable food through Parkhurst catering. Instead of providing bottled water or drinks, provide a large, refillable jug and reusable mugs at your event.

## **Communications**

Distribute handouts and agendas electronically before the meeting and print double-sided for things that *must* be printed. During the event, use whiteboards or chalkboards instead of paper flipcharts. Ask for attendee feedback at the end of the meeting regarding your green efforts.

## **Transportation**

Consider teleconferencing when inviting someone from off campus. Encourage attendees to use the Loyola shuttle instead of driving personal vehicles if they are coming from across campus.