

GREEN EVENT GUIDE

At GW, we envision a future with healthy and thriving resource systems for all. Considering sustainability when choosing a location, hiring catering, or purchasing giveaways for your event can protect the planet and keep costs low by reducing waste.

In February 2021, GW reaffirmed its commitment to sustainability by announcing plans to eliminate single-use plastics from campus. Use this guide to learn how you can plan an event that is not only free of single-use plastics, but also conserves energy, supports local food systems, diverts waste from the landfill, and more.

Use this checklist as a guide when you plan an event.

Waste


































































- Consistent with GW policy, GW funds should not be used to purchase single-use plastics such as plastic bottled water. Instead, provide water pitchers and paper cups, and encourage attendees to bring their own reusable water bottle.
- Provide condiments or coffee fixings in bulk containers instead of single-use plastic packets.
- Avoid plastic cutlery and serving utensils. Choose a reusable product instead, or a disposable item that can be composted.
- Ensure recycling, landfill, and compost bins are available and clearly labeled.
- Avoid giveaways. Choose reusable, multi-use items when necessary.
- Share reference materials digitally instead of printing individual copies.
- Choose reusable nametags that attendees return at the end of the event.

Energy

- Maximize natural light in event spaces.
- Choose event locations that are accessible by public transportation.
- Offer virtual attendance options to avoid greenhouse gas emissions related to travel.

Sustainable GW follows the Real Food Challenge criteria for sustainable food. When choosing a caterer, consider whether the food is healthy, if it is grown locally, if it is grown organically, if fair labor practices are used in farming, and if animals are treated in a humane manner. Reference the chart below to see how several local caterers rate against these criteria.

Sustainable Catering Options *

	Healthy?	Fair?	Organic?	Humane?	Local?
Au Bon Pain^					
Beefsteak					
Buredo					
California Tortilla					
Chipotle					
Jrink					
La Prima^					
Panera Bread					
Roti					
Whole Foods					
Wicked Waffle					
Corcoran Caterers					
Dam Good Vegan					
Design Cuisine					
Federal City Caterers					
Glen's Garden Market					
Green Plate Catering					
Occasions Catering					
Ridgewells					
Root and Stem					
Well Dunn Catering^					
Wildflour^					
Windows Catering Co.^					
202 Eat Well Catering					
HipCityVeg					

*This assessment was produced by the Office of Sustainability in accordance with principles of the Real Food Challenge. It is not a comprehensive evaluation of catering at GW.

^ Indicates caterers with whom GW's Procurement Department has negotiated discounts. Please visit <https://ibuy.gwu.edu/catering-services-0> for more information.