



Green Event Guide

Location

- When holding an indoor event, choose a space with large windows to maximize natural sunlight. Hold your event at peak sunlight hours (early and mid-afternoon) to decrease light usage.
- Use an event space on campus that has green attributes. These spaces include:
 - Square 80 Plaza
 - Milken Institute School of Public Health or other LEED certified spaces
 - City View Room, Elliott School Building (View of Green Roof)
 - Science and Engineering Hall
 - Marvin Center terraces
 - Kogan Plaza
 - Anniversary Park
- Choose a location near bike racks/public transportation and alert guests to these travel options by providing maps and public transportation routes.

Marketing and Invites

- Host a paperless event by using online invitations and registration.
 - Use the following techniques for paperless invitations: University Calendar, Google documents, Luminare, Eventbrite, Electronic reader boards and Paperless Post.
 - For registration, use iPads and laptop computers.
- Advertise the green features of your events to let guests know that sustainable practices will be used.

Materials

- Keep your event paperless by encouraging guests to take electronic notes and projecting agendas/presentations. If using paper, remember to print double-sided on recycled paper. For paperless agendas, consider using the Guidebook app.
- Recycling and trash signs are posted and paired.
- Create reusable name tags for repeating events. Consider purchasing a [reusable nametag machine](#) if hosting events often.
- Offer only consumable or green-themed giveaways.
- Make wireless internet available to participants.
- Use online evaluations/surveys.

Decorations

- Ask neighboring offices for decorations to share.
- Invest in a reusable banner.
- Get creative, and decorate using natural elements like flowers and plants.

Food & Beverage

- Take a proper head count of guests to avoid ordering excess food.
- Alert internal/external vendors to the sustainable nature of your event.
- Serve beverages in dispensers or pitchers, rather than single use bottles.
- Serve food “buffet style” rather than ordering individually wrapped goods.
- Always try to choose reusable/washable service ware.
- Be sure that there are proper recycling containers with appropriate signage.
- Consider Composting (composting bins and signage are available upon request).
- Consider having staff monitoring the placement of materials into the correct bins.
- Have extra food? Donate it to local shelters. The Food Recovery Network (gwufrn@gwmail.gwu.edu) can transport donations (food that has been catered by Sodexo and has been sitting out in an open container cannot be donated through the Food Recovery Network).

How to Be Healthy at Your Event

- Provide at least one vegetarian option.
- Request low fat milk in addition to creamers for coffee.
- Use low fat and low carbohydrate food options.
- Cut foods into appropriate sized portions.
- Serve popcorn, vegetables, or fruit as a replacement for chips.
- Request sandwiches be served on whole grain bread.
- Offer condiments on the side and in bulk when possible to eliminate packaging.

Questions for Outside Vendors

- What types of service ware do they provide?
- What happens to excess food from events?
- Do they use local and organic ingredients whenever possible?
- Do they use foods with trans-fats?
- Do they offer off-site composting?
- Can they provide single-dispense napkins and single dispense straws without wrappers?
- Check out dinegreen.com for a list of sustainable caterers in the area.

Feel free to contact the Office of Sustainability (sustaingw@gwu.edu) for further assistance.