

# Sustainable Creighton Green Event Guide



Every year hundreds of events are hosted at Creighton University. Events can be resource-intensive and generate large amounts of waste. The Sustainable Creighton Green Event Guide is a resource to help campus organizations, divisions, and departments to be mindful of an event's environmental impacts and to help reduce those impacts by incorporating sustainable practices into events.

Caring for our common home is part of Creighton's Catholic, Jesuit identity and mission. Working to make campus gatherings more sustainable is one way to care for creation. Even the smallest changes make an impact. *Local acts, global impacts.*

This guide will walk you through strategies to help you plan and execute your green event.

## Before Your Event

- ▶ Skip the paper and instead advertise through email, social media, Creighton Today, and SLIC. Utilize paper posters sparingly and only if they truly enhance your event.
- ▶ Collect RSVPs to accurately order just the amount of food and beverage you will need.
- ▶ Promote your event as sustainable. Communicate with participants prior to the event so they are prepared to participate in your green event.
- ▶ Be mindful of event location to encourage active transportation. Select an on-campus space whenever possible. For off-campus events select a convenient location within easy walking distance of Creighton.

## During Your Event

- ▶ Make an opening announcement to reinforce that you made intentional decisions to make the event more sustainable.
- ▶ Utilize technology instead of paper for sign-in and presentations.
- ▶ Because plant-based foods are more sustainable, serve a vegetarian or vegan menu. Tell your guests why you made the decision to go with a plant-based meal.
- ▶ Help your guests understand where their compostable, recyclable, and landfill waste goes when they are finished eating by making an announcement. Have a person by the waste station to help guide guests.
- ▶ Skip individual prizes/giveaways. If giveaways are essential, select items that people will want to keep beyond a single use.

## After Your Event

- ▶ Collect all items (decor, extra supplies) that can be reused again for a future event.
- ▶ Have a plan to donate leftover food.
- ▶ Send meeting minutes, presentation notes, and any follow-up materials electronically rather than sending attendees home with paper handouts. To provide easy access to resources, consider using a platform such as SharePoint or Teams.

# Sustainable Creighton Green Event Check List



Commit to making your event more sustainable. Use the following list to help guide you. Incorporate as many items from the check list as possible.

Incorporate 5 - 9 items from checklist = Solid start. Good job.

Incorporate 10 - 14 items from checklist = Great work. You are making a difference.

Incorporate 15 or more items from checklist = Impressive! Thanks for championing sustainability!

## Reduce Paper & Plastic Waste



- Use paperless communications for advertising event (email, website, social media, electronic screens)
- Share event agenda and presentations electronically only --- request presenters do not provide paper handouts
- Utilize double-sided, B/W printing for any unavoidable printing
- Encourage participants to bring laptops to take notes
- Utilize dry-erase boards instead of flip chart paper
- Work with Facilities Management to obtain recycling bins for event space

## Venue, Decor, & Giveaways



- Select on campus location or venue within walking distance to campus
- Choose a meeting time during daylight hours to capitalize on natural lighting
- Utilize thrift store finds and potted plants for decor and centerpieces --- No balloons
- Only provide prizes/giveaways that are sustainable and useful or skip giveaways altogether
- Have centerpieces double as prizes - randomly select one lucky person from each table to win the centerpiece

## Food & Beverage



- Utilize reusable (washable) dishware and utensils
- Encourage participants to bring their own cups/mugs and utensils
- Utilize compostable plates and utensils
- Collect RSVPs to accurately order just the right amount of food and beverage for event
- Serve vegetarian or vegan menu
- Serve foods which do not require utensils to eat
- Work with the Office of Sustainability Programs to provide composting at your event
- Avoid offering bottled or canned drinks; instead provide reusable cups and pitchers of beverages
- At the beginning of your event make an announcement to help guests understand how to properly dispose their extra food/waste
- Use smaller plates for buffet-style events to help people from taking more than they can eat
- Avoid serving individually packaged products
- Communicate with your food vendor (Sodexo, food trucks, restaurant) to let them know you want your event to be as sustainable as possible; most vendors will be happy to help you find ways to make your event more sustainable

## Transportation



- In all pre-event communications, encourage participants to use active modes of transportation such as walking and biking
- Provide participants with options for local transportation such as Metro ORBT
- Encourage carpooling if driving is necessary
- Arrange for a campus shuttle to transport participants to/from event
- For conferences, suggest hotels close to conference venue

**Thank you for  
making events  
more  
sustainable!**



## More Tips

- ▶ Visit the Office of Sustainability Programs website to learn more about what can be composted and recycled.
- ▶ Glass is accepted at the community recycling drop off located at 17th and Burt Streets.
- ▶ Paper products that are lined with plastic (many to-go coffee cups and bowls, etc.) are not compostable. These items must be placed in the landfill bin. *When in doubt, throw it out.*

## Questions?

For more information, please reach out to [sustainability@creighton.edu](mailto:sustainability@creighton.edu). We are happy to help answer your questions and provide you with resources to help make your event more sustainable.

## BONUS!

Send a photo to [sustainability@creighton.edu](mailto:sustainability@creighton.edu) showing how you incorporated sustainability into your event. We are always happy to give a shout out on social media or in our weekly sustainability update.

**Thank you for using this checklist to plan a greener event. By doing so you are positively contributing to reducing your event's carbon footprint and helping raise awareness through sustainable behavior. Good luck and have fun!**

*Local acts, global impacts*

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Office of Sustainability Programs

