

# Sustainable Creighton Green Event Guide



## STRATEGIES TO HELP PLAN AND EXECUTE ECO-FRIENDLIER EVENTS

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. Every act matters.

***Local acts, global impacts.***

### Before Your Event

- Access the [Eco-Friendly Events](#) 10-minute tidbit in Bridge to help you plan your event.
- Skip the paper and instead advertise through email, social media, [Creighton Today](#), and [CU Involved](#). Utilize paper posters sparingly and only if they truly enhance your event.
- Collect RSVPs to accurately order just the right amount of food and beverage you need.
- Promote your event as sustainable. Communicate with participants prior to the event so they are prepared to participate in your environmentally-friendly 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 to Creighton or along a Metro Transit bus route and encourage participants to walk, bus, or carpool together!

### 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-forward 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 are useful and durable.

### After Your Event

- Collect all items (decor, extra supplies) that can be reused again for a future event.
- Have a plan to donate or distribute leftover food.
- Send meeting minutes, presentation notes, and any other 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 or utilizing a QR code to access digital materials.

### Questions?

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

# Sustainable Creighton Green Event Checklist



**Commit** to making your event more sustainable. Incorporate as many items from the checklist as possible. Every act matters. *Local acts, global impacts.*

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

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

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

## Reduce Paper & Plastic

- Use paperless communications for advertising the 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 Centralized Reservations and Facilities Management to obtain recycling bins for event space

## Venue, Decor, & Giveaways

- Select location on campus or venue within walking distance to campus or Metro Transit bus route
- 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 swag/giveaways that are useful and durable or skip giveaways altogether; visit the [Sustainable Creighton Swag Guide](#) for ideas
- Have centerpieces double as prizes; randomly select one lucky person from each table to "win" the centerpiece

## Transportation

- In all pre-event communications, encourage participants to use active modes of transportation such as walking or biking
- Provide participants with options for [Metro Transit](#) buses (ride for **free** with JayPass)
- 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 within walking distance

## Food & Beverage

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

