

SUSTAINABLE EVENTS GUIDELINES



Top 5 Ways to Reduce Your Impact

1 No paper handouts are distributed. If they are, they're printed double-sided on at least 30% post-consumer recycled content paper.

2 Event has well-labeled disposal bins; one Recycling bin for every Landfill bin. Recycle as much as possible! Recycling and Landfill bin labels are provided in this document for any unlabeled bins.

3 In accordance with RIT's Bottled-Water Policy, there is no bottled water offered at the event.

4 No Styrofoam is used at the event. In the form of plates, trays, cups, bowls, or in any other product.

5 The event menu offers vegan and/or vegetarian options.

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Communications/Marketing and Materials

- Event uses electronic communication for advertising, marketing, and registration.
- Organizers inform attendees about sustainable efforts taking place at the event and remind them of the importance of proper recycling.
- Dry-erase boards and projectors are used for display of information for attendees, instead of easels and flip chart pads.
- If Printed materials are necessary, use:
 - Vegetable-based inks for all publications.
 - Paper with a minimum of 30% post-consumer recycled content.
 - Forest Stewardship Council (FSC) certified paper (available at the HUB)
- For print materials do not use foil, lamination, or other effects that make the printed piece unrecyclable.
- When sending out “mailers”, they are designed in a way that does not require an envelope.
- For reoccurring or annual events, avoid printing dates on signs, posters, and banners so that they may be easily reused.

Diversity and Inclusion

- Coordinators considered the Multi-cultural calendar when scheduling events.
- Minority and women-owned business enterprises (M/WBE) are used for supplies and services where possible.
- If centerpieces are used, the height of the centerpiece does not create communication barriers for deaf and hard of hearing participants.
- Include services that consider deaf and hard of hearing audiences.

Travel/Alternative Transportation

- The event is hosted via videoconference or teleconference.
- The event materials include information on alternative transportation, including bus routes, and education to increase awareness about ways to reduce fuel consumption.
- Guests are encouraged to stay at hotels with one of the following certifications: US EPA Energy Star Label for Hospitality, LEED, Green Hotels Association, or EcoRoom.

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Waste

- Composting stations are offered in one or more central locations (or the caterer is required to compost the plate scraps).
- If compost stations are provided, event staff or volunteers are available at waste collection points to ensure proper sorting of materials.
- Leftover food and beverages are donated to RIT FoodShare or a local food bank, when applicable.
- No handouts are present at the event. If handouts must be provided, they are printed double-sided on at least 30% post-consumer content paper.
- Events have well labelled recycling bins; there is at least one recycling bin for each garbage bin.
- All events that serve alcohol need to have recycling containers for bartenders to recycle plastic and glass bottles.
- We collect and reuse name tag holders after the event.
- Guests are encouraged to bring their own reusable bags, coffee mugs, or water bottles to reduce need for disposable dining ware and supplies.
- Promotional materials, favors, condiments, snacks, and cutlery are not individually wrapped in plastic.
- Event décor is reusable, non-perishable and/or regional (avoid balloons).
- If floral arrangements are used, request plants rather than cut flowers, preferably locally grown.

Energy

- Alternative energy is used when possible. Innovative solutions for this option are always welcomed!
- When possible, events utilize natural daylight, instead of fluorescent or indoor lighting.
- All unused electronics and appliances are unplugged from electrical outlets when not in use.
- The energy use or carbon footprint of the event is calculated for organizers' future planning, or for marketing purposes.



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Food

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- Organizers have requested certified fair trade, local, or organic food and beverages whenever possible.
 - The event menu offers vegan and vegetarian options.
 - Washable service ware is used.
 - If washable ware is not available:
 - Food, drinks, and snacks are served in bulk to avoid any unnecessary packaging waste.
 - Kitchenware and cutlery will be made of recyclable or preferably compostable material.
 - Do NOT use Styrofoam (Plate, trays, cups, bowls, etc.)
 - Avoid purchasing plastic or paper-boxed meals
 - No bottled water is offered at the event (per RIT Policy).
 - An RIT approved caterer is used for the event.
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