

sustainability at tippie

event planning guide

A successful meeting or event starts with good planning – and that includes planning for sustainability. This guide will help organizers plan ahead to minimize waste and maximize recycling and diversion at Tippie College of Business events and meetings. Take on the whole list or pick just a few to implement with your event!

1. Prevent and Reduce Waste
 - a. Go paperless. Use email and online methods for invitations, promotions and registration.
 - b. Make meeting and event materials available online or print double-sided on recycled paper.
 - c. Use recycled-content, energy efficient, and/or environmentally preferable products.
2. Recycle and Manage Waste
 - a. The best way to recycle is to not have to recycle! No waste is the ultimate goal.
 - b. Encourage attendees to bring their own reusable beverage container.
 - c. Provide water, coffee, and all other drinking beverages in pitchers or large reusable containers in place of small plastic bottles, plastic cups, or Styrofoam cups.
 - d. Provide instruction signs as to what is and is not recyclable.
 - e. Place recycling containers for paper and plastics in visible and accessible areas.
3. Conserve Energy and Reduce Travel
 - a. Select an event location that minimizes travel for attendees.
 - b. For events on campus, encourage walking, carpooling and Cambus options.
 - c. At the beginning of the event, announce to your attendees the options for recycling, reducing, and reusing event materials.
4. Food Service
 - a. Plan food options carefully to avoid waste and excess packaging.
 - b. Use durable service items rather than disposables. Linens, flatware, glassware and silverware can be rented or purchased for future meetings or events.
 - c. Bulk up on condiments. Avoid single-use packaging for sugar, salt, pepper, cream and other condiments.
 - d. Plan menus around abundant, locally produced ingredients and include vegetarian options.
 - e. Donate excess food to charitable organizations.
5. Buy Environmentally Aware Products
 - a. Use recycled paper.
 - b. Provide refillable and reusable containers for beverages.
 - c. When reusable items are not feasible, select products that are made from recovered materials and that also can be recycled.
 - d. Strongly discourage the use of Styrofoam at events.
6. Educating Participants
 - a. Encourage participants to recycle at event.
 - b. Request unused items be collected for use at another event.
 - c. Communicate the environmental saving achieved with a follow up note to attendees.
 - d. Refer to <http://sustainability.uiowa.edu> for more information, tips, and ideas on how to succeed with sustainability.