



This checklist is a resource for those who want to improve the environmental sustainability of meetings or other small-scale, repeated events. For more information about making events on campus more sustainable see the [Green Events webpage](#). To learn more about sustainability on campus visit <https://sustainability.wisc.edu>.

## Food

- Encourage members to bring their own silverware and cups to use and/or buy a set of dishware from a thrift store to keep in the office for repeated use
- If purchasing disposable dishware, choose paper cups and plates; these can be composted in the UW-Madison system
- Ask attendees to RSVP for meetings and provide only the quantity of food needed for that number of people
- Ask ahead of time about dietary restrictions; consider keeping a spreadsheet of dietary concerns/preferences to avoid asking repeatedly
- If dealing with large drink containers (i.e. liter of soda), open them one at a time as needed
- Encourage attendees to take leftovers home, or store leftovers in the office to be eaten at a later time
- If pizza is ordered, recycle the tops of the boxes and toss the greasy bottom halves of the boxes in the trash
- Compost any leftover food scraps (see the Office of Sustainability [Composting](#) page for more information)

## Location

- Choose a [LEED certified building](#) when possible
- Choose a [location](#) that has a composting capabilities
- Choose a centrally located location with bike and bus access
- Try meeting outdoors
- Choose a meeting room with access to a projector to avoid handouts

## Meeting Practices

- Minimize printed agendas and meeting minutes; try shared electronic documents instead
- Plan and brainstorm using a whiteboard instead of poster sheets; considering keeping a set of whiteboard markers around for this
- Incorporate creative reuse for crafts and icebreaker activities
- Announce where recycling, trash, and compost bins are in the room; be sure there is clear [signage](#) on each
- Clearly state which items are compostable, recyclable, and trash

Questions? Contact the Green Events team at [greenevents@lists.wisc.edu](mailto:greenevents@lists.wisc.edu).