



What is the purpose of this checklist?

This checklist is a resource to assist you in improving the sustainability of your meetings, which are often very wasteful. The more checkboxes you complete on this list, the more sustainable your event will be! For questions and guidance, consult the [Office of Sustainability](#) - we are your greatest resource and are always happy to help.

Food

- Buy a set of dishware from a thrift store for meetings
- Encourage members to bring their own silverware and cups to use
- If not using reusable cups and plates, purchase paper cups and plates. These can be composted in our campus system
- Ask members to RSVP for meetings in order to gauge how much food to purchase and minimize food waste
- If dealing with large drink containers (i.e. liter of soda), open them one at a time as needed
- Encourage guests to take leftovers home
- When disposing of cardboard pizza boxes, the tops of the box are recyclable, and the greasy bottoms are compostable (otherwise must go to the landfill)
- Be sure to accommodate dietary restrictions

Location

- Choose a [LEED certified building](#)
- Choose a [location](#) that has a compost stream
- 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
- Plan and brainstorm using a whiteboard instead of poster sheets - bring expo markers!
- Incorporate creative reuse for crafts and icebreaker activities
- Announce where recycling, trash, and compost bins are in the room
- Clearly state which items are compostable, recyclable, and trash