

### Invitations/Pamphlets/I.D. Badges

- ☐ For informal events, use electronic invitations. E-mail guests individually, send a group email or use an electronic invitation service, such as [www.evite.com](http://www.evite.com).
- ☐ When sending paper invitations, select those made from post-consumer recycled paper or tree-free alternatives, such as hemp.
- ☐ Make sure your invitation is recyclable. Avoid bright-colored, dark-colored, fluorescent or metallic papers, which cannot be recycled.
- ☐ Collect all name badge holders at end of event and reuse.
- ☐ Inform Guests that this is a Zero Waste event and encourage guests to car pool or use public transit.
- ☐ Inform Guests at the start of the event that recycling and organic containers have been placed throughout the room for their use.
- ☐ Insure required recycling/organic containers are requested in conference/event booking

### Decorations

- ☐ Avoid decorations designed for one-time use (streamers, balloons, etc.).
- ☐ Create centerpieces from fresh fruit and vegetables or potted plants.
- ☐ When using flowers, buy local, organically-grown flowers whenever possible.
- ☐ At the end of the event, encourage guests to take decorations with them.

### Food & Beverage

- ☐ Plan the menu to include seasonal, organic food (if possible).
- ☐ Choose food with less packaging.
- ☐ Serve coffee and tea that is organic (if possible).
- ☐ Select organic, locally-produced wines and spirits (if possible).
- ☐ Use dishes, cups and utensils that can be washed and reused, rather than single-use food service ware.
- ☐ If you must use single-use dishes and utensils, use certified bio-compostable plates, clamshells, cups etc. which are made from corn and/or sugarcane (<http://www.bpiworld.org/BPI-Public/Approved.html>)
- ☐ Provide cloth napkins instead of paper
- ☐ If you use paper napkins, make sure they're made with 100% post-consumer recycled content.
- ☐ Bulk water stations can be used instead of bottled water, reducing the use of plastics.

### Clean-Up

- ☐ Make sure you are prepared to compost and recycle by having the right amount of recycling/organic containers which are properly labeled.
- ☐ Pack leftover food in reusable containers. Avoid plastic wraps, plastic bags and wax-paper. Arrange in advance to donate extra food to a local food bank (if permissible). Food scraps should be collected in organic containers which will be composted.
- ☐ Cardboard boxes can be broken down and placed in recycling containers.