



## OUE Sustainability Practices for Meetings and Events

*OUE is committed to conducting sustainable meetings and events. The following guidelines should be followed as much as possible, and communicated to catering and event staff as appropriate.*

### Sustainable Catering Guidelines:

- **NO BOX LUNCHES OR INDIVIDUAL PACKAGING** - Food, snacks and condiments should be served in bulk on trays, bowls, and platters instead of individual wrappers.
- **NO STYROFOAM** - Make sure the caterers don't ever bring styrofoam. Caterers should be instructed to bring environmentally-friendly (preferably biodegradable) plates and utensils. At a minimum, we require that they use plastic everything. We would like to only use caterers who use environmentally-friendly materials, if possible.
- **NO BOTTLED WATER** - Bottled water should never be offered with the exception of water provided for an outing. As a first option, all drinks should be provided in bulk, such as pitchers for water and urns or carafes for coffee and tea. Soda and juice should be purchased in gallon/2-liter quantities. In the event that bulk drinks are not an option, cans are the preferred choice, since they can be easily recycled in aluminum bins that are situated throughout the campus.
- **PROVIDE VEGETARIAN AND VEGAN OPTIONS** – Try to have more vegetable options than meat. This is better for the environment – since over-consumption of meat is a key contributor to climate change - and also caters to different diets. Examples of vegan options include vegetables with no butter or cream sauce or salads with no cheese. Make sure to label the dishes so people know which are which. To meet different needs, it's also a good idea to offer options that are gluten-free and nut-free. Ask the caterer to bring signage for each dish.
  - VG - Vegan (all items that exclude meat, eggs, dairy products and all other animal-derived ingredients)*
  - V - Vegetarian (all items that do not include meat and consist primarily of plant and soy-based foods)*
- **OFFER TAKE-OUT CONTAINERS:** Always bring take-out containers to all events so that leftover food can be distributed to attendees or staff.
- **SHARE LEFT-OVER FOOD:** Make left-over food available to students and colleagues or arrange to drop off food at Klemis Kitchen.



Arrange to have left-over food dropped off to Klemis Kitchen. Klemis Kitchen is Georgia Tech's campus food pantry. We provide free meals to college students in need. With the help of campus kitchens, a national effort towards student-powered hunger relief, our volunteers prepare individual meals from campus dining halls. We rescue food that would otherwise go to waste and use it to support students at Georgia Tech.

<http://klemiskitchen.gatech.edu>

## Additional Waste Reduction Guidelines:

- **REQUEST RSVPs AND CONFIRMATIONS:** Avoid food waste by asking for RSVPs when possible and confirming attendance a few days before the event. Ask people to help reduce food waste by confirming (engage them in doing good for the earth). If needed, adjust the number of participants with the caterer, to avoid food waste and save money.
- **GO DIGITAL:** Minimize printed materials as much as possible, in advertising events and meetings and in handouts. If you must print, print double-sided. Keep in mind that general handouts will often be discarded right after the meeting or event – or even left there. Put as much as possible online – and if you want to give something out, print out small cards with a few details and a website for learning more.
- **RECYCLE AS MUCH AS YOU CAN:** Most rooms do not have recycling bins inside the room, so announce to your meeting participants to use the recycle bins that are usually placed in the halls, not far from the meeting space. Alternatively, label a bin as RECYCLING and then dump contents in the hallway recycling kiosk at the end of the event. Use this link from Facilities to see what things are recyclable. <http://recycle.gatech.edu/recyclable-materials>
- **ANNOUNCE YOUR SUSTAINABILITY PRACTICES:** Share what you're doing via signage and announcements. Ask people to help you make the event as environmentally-friendly as possible by doing their part – going back for seconds if they're still hungry, placing trash in the appropriate containers, taking leftovers to eat or share, etc. This will help reduce waste – and will contribute to our primary OUE mission: education!



## Some Helpful Resources:

- **CATERERS:** SLS uses Time to Dine, Amelie's and GT Catering for many events. If you have a caterer you want to use, please check with them to make sure they have sustainable catering practices. Share this document with them!
- **PURCHASE ENVIRONMENTALLY-FRIENDLY SUPPLIES:** Sustainable/compostable take out containers, napkins/utensils, cups – at Eco Products, <https://www.ecoproductsstore.com>.
- Earth's Natural Alternative - <http://www.enaecogoods.com/>
- Clorox Green Liquid Detergent - [https://www.amazon.com/s/ref=nb\\_sb\\_noss\\_2?url=search-alias%3Daps&field-keywords=greenworks+detergent](https://www.amazon.com/s/ref=nb_sb_noss_2?url=search-alias%3Daps&field-keywords=greenworks+detergent)
- **OFFICE OF CAMPUS SUSTAINABILITY:** This office has lots of great resources on its website, especially if you want to do even more than what we talk about here: <http://sustain.gatech.edu/sites/default/files/documents/greenevents.pdf>

**Contact Jamie or Wanda with Questions:** Jamie has been experimenting with making SLS meetings and events as sustainable as possible, for the past three years. And Wanda is the OUE lead on this project. Contact them with questions! And if you have an experience you want to share – or a suggestion for improvement – please let them know so we can all learn from each other.

- [Jamie.jones@gatech.edu](mailto:Jamie.jones@gatech.edu)
- [Wanda.purinton@gatech.edu](mailto:Wanda.purinton@gatech.edu)

