



# SUSTAINABLE EVENT PLANNING GUIDE

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CENTER FOR SUSTAINABILITY

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AGNES SCOTT COLLEGE

SEPTEMBER 2019



## WELCOME TO THE GREEN EVENT PLANNING GUIDE!

Planning an event for your organization can be a complicated and sometimes stressful task. It's no surprise that adding the additional considerations of throwing a sustainable event can be daunting. In this guide, we hope to show that not only can planning a sustainable event protect the environment, but it can also save your organization money. With these broken-down tips, we set out to assist you in throwing events that provide more vibrant, eco-friendly, and humanity-centered events.

~CENTER FOR SUSTAINABILITY TEAM

## CONTACT US

**CENTER FOR  
SUSTAINABILITY**  
Campbell 204

[sustainability@agnesscott.edu](mailto:sustainability@agnesscott.edu)

**SUSAN KIDD '78**  
Executive Director

[sakidd@agnesscott.edu](mailto:sakidd@agnesscott.edu)  
(404) 471-6080

**KARINA LEUNG '18**  
Sustainability Fellow

[kleung@agnesscott.edu](mailto:kleung@agnesscott.edu)  
(404) 471-6499

**EMMA DUFRESNE '19**  
Sustainability Fellow

[edufresne@agnesscott.edu](mailto:edufresne@agnesscott.edu)  
(404) 471-6499

## SOCIAL MEDIA

**FACEBOOK**  
[@sustainableasc](https://www.facebook.com/sustainableasc)

**INSTAGRAM**  
[@sustainableasc](https://www.instagram.com/sustainableasc)

**TWITTER**  
[@sustainableasc](https://twitter.com/sustainableasc)



# GOALS: WHY PLAN SUSTAINABLE EVENTS?

1

**Reduce** Waste and Negative Environmental Impact

**Promote** Sustainable Actions within the Agnes Scott Community

2

3

**Educate** Guests on the Sustainable Aspects of the Event

**Support** the Local Economy Through Conscious Purchasing

4

# BEFORE THE EVENT



What waste will my event  
produce?  
How can this be avoided?

## Advertisement & Promotions

- Minimize printed materials such as flyers, handouts, and table tents.
- Advertise digitally through Facebook events, posting flyer images on relevant pages, or electronic invitations.
- Manage guest lists and tickets online.
- Invest in reusable promo materials such as a dry erase or chalkboard.
- Avoid using a year on promo material so that they may be reused every year.

## Pre-Planning

- Request recycling and composting bins ahead of time on online EMS Form.
- Purchase reusable or recyclable plates and cutlery.
- Use the Student Green Fee Fund to help offset costs for sustainable purchasing! Contact [sgff@agnesscott.edu](mailto:sgff@agnesscott.edu)
- Select an eco-friendly caterer and communicate your needs clearly (bulk items, no cutlery or serving tools).

# DURING THE EVENT



How can I make this  
process as easy as  
possible  
for the attendees?

# Waste Disposal & Education

- Donate or compost leftover food.
- Direct your guests and participants on how they may dispose of or recycle their products.
- Use bin signage, stationed volunteers, a presentation slide, an announcement, or reusable table tents to inform about sustainable aspects of the event.
- Announce disposal methods when guests arrive stand up and remind them at the end of the event.
- Designate volunteers to assist guests in sorting waste.
- If all products are recyclable or compostable, consider setting the trash can aside.

## Food

- Buy from caterers who use compostable/recyclable packaging.
- Provide sauces, chips, sides, etc. in bulk (in bowls or saucers).
- Use recyclable/reusable dining ware.
- Use pitchers and reusable cups for water.
- Provide pint-sized containers for cream, milk, sweeteners, etc.



## Giveaways

- Consider giveaway items that are reusable, local or American-made, fair-trade, or made from recycled materials.
- Avoid items such as key chains, sunglasses, magnets, that are likely to be thrown away or are un-recyclable.
- Provide speakers with eco-friendly gifts.



# AFTER THE EVENT

- Save unused materials for future events.
- Make sure to recycle or compost all leftover waste.
- Take note of what things are being wasted and thrown away so that it can be avoided in the future.
- Designate an individual to bring composted materials to bring to composting station in Evans.
- Turn off any equipment and lights.

# Congratulations!

You've successfully held a sustainable event.

**Contact the Center for  
Sustainability with any  
questions or concerns:**

**[sustainability@agnesscott.edu](mailto:sustainability@agnesscott.edu)**

# HOW TO RECYCLE AT AGNES SCOTT COLLEGE

## To Single-Stream! Plastics #1-7

**Be Plastic-Smart** - check recycling codes on plastics



**PETE**

can contain BPA  
often leach phthalates  
don't re-use  
don't expose to heat



**HDPE**

safer option



**V**

contains numerous  
toxic chemicals/  
human carcinogens



**LDPE**

safer option



**Other**

contains BPA  
don't expose to heat



**PP**

safer option



**PS**

known to release toxins incl.  
styrene, especially when heated

**Give Me Life**   
supporting life naturally

Paper (dry)  
Newspaper  
Magazines  
Aluminum Cans

No food or liquids go in recycling!

# TIPS ON RECYCLING DURING YOUR EVENT

## Common Plastics You May Encounter at Your Event

Some of these items include:

-plastic utensils (forks, knives, spoons, plates, cups)



## Other Recyclables at Events

This includes things like aluminum cans!



No food or liquids go in recycling!