



# Green Events Guide

Northeastern University

Green Office Challenge

<http://www.northeastern.edu/facilities>

October 2017



**SUSTAINABILITY**  
**@NORTHEASTERN**

## Northeastern University Green Office Challenge Green Events Guide

### What is a Green Event?

According to the Convention Industry Council (CIC) a **green meeting** or **green event** incorporates environmental considerations into the entire planning process to minimize the event's negative impact on the environment. A green event is an event that is organized with the aim of minimizing waste and promoting sustainable actions, which goes far beyond the basic "green" practices like recycling.

The Green Events Guide promotes environmentally conscious ideas that will help minimize waste at events and reduce the carbon footprint on campus. This guide is aimed at increasing awareness of the University's Sustainability pledge to reduce our carbon footprint by 80 percent before 2050. The suggestions are meant to assist you whether you are planning a small or large events.

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## Goals and Objectives

Planning a green event requires planning in advance and attention to detail. What is the goal of your green event or meeting?

- If the goal is to have a *zero waste* event, then this requires great attention to detail to ensure every product purchased can be recycled, reused, and/or composted.
- Or is the objective to order products that can be thrown out, but made of environmentally friendly compostable materials? If so, then please make sure that the products you purchase are truly compostable (i.e., coffee cups may be compostable, but the lids may not be).

The Green Office team is happy to assist you with any questions you may have.

## Ways to Reduce Waste and Support Sustainable Practices

- ✓ Send electronic invitations instead of paper invitations (i.e., Google Forms, Evite, Outlook)
- ✓ Order environmentally friendly compostable utensils, plates, napkins and cups through Staples or a trusted vendor.
- ✓ If possible, select a caterer that offers environmentally friendly utensils, plates, napkins and cups. The caterer may also offer silverware and fine china.
- ✓ Host a BYOM (Bring Your Own Mug) event. Encourage Staff and Faculty to join the [Green Office Challenge](#) and they will be eligible to receive a free reusable coffee mug!

## Ways to Reduce Waste and Support Sustainable Practices *(continued)*

- ✓ **COMING SOON!** Composting for large events - Facilities Division will announce program details in the near future.
- ✓ Order recycling and/or bottle & cans for your event by submitting a Facilities Work Order Request through [myNEU](#).
- ✓ Provide [public transportation options](#) to external attendees.
- ✓ Consider purchasing large bottles of ketchup, mayonnaise, mustard and other condiments instead of ordering individual packages.
- ✓ Instead of ordering plastic water bottles:
  - ❖ Large meetings: order cambros of filtered water
  - ❖ Small meetings: pitcher of filtered water
  - ❖ Recyclable or compostable cups

## **Ways to Reduce Waste and Support Sustainable Practices** *(continued)*

- ✓ Support local businesses by selecting Minority Business Enterprise (MBE), Small Business Enterprise (SBE) and Women Business Enterprise (WBE) in Roxbury, Fenway and the South End neighborhoods. Supporting our local businesses strengthens the economic base of our community and also means contributing to less transit pollution.

*“As a university, we cannot flourish without the support of our local community. To serve our students, we must embody the broadest diversity and inclusion of all voices and experiences, integrating more fully with our local communities and establishing deep and lasting partnerships.”*

President Joseph E. Aoun  
Dec 2016

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## Ways to Reduce Waste and Support Sustainable Practices *(continued)*

- ✓ Offer video and teleconference options
- ✓ Email handouts and agendas prior to the meeting instead of printing
- ✓ Display meeting materials and agenda on the projector
- ✓ Surplus food: consider using the [FeedShare App](#) (available on Android) or donate to a local shelter
- ✓ If possible, replace one meat item with a vegetarian option
- ✓ Use serving utensils from previously catered events
- ✓ Provide pitchers or cartons of milk and creamers



## Ways to Reduce Waste and Support Sustainable Practices *(continued)*

- ✓ Educate your guests on where the trash, compost and/or recycling bins are so they know how to properly dispose of waste. Please do not assume your guests know how and where to recycle. We highly recommend that you announce the waste options at the beginning and during the event.
- ✓ Consider removing trash cans to the back of the room and have the compost and/or recycling bins within view.
- ✓ Highlight the environmentally-friendly aspects of your event into the program guide.
- ✓ Provide clear signage - contact the [NU Sign Shop](#) to purchase reusable sustainability-related signs for your events.

# Composting Tips

The Facilities and Campus Planning Divisions are committed to Sustainability at Northeastern. We are in the process of putting together composting guidelines for large events and program details will be announced in the near future.

In the meantime, the U.S. Environmental Protection Agency provides helpful tips on how to compost and the benefits of composting:

<https://www.epa.gov/recycle/composting-home>

The U.S. Department of Agriculture offers a Composting Tip Sheet:

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/newsroom/features/?&cid=nrcs143\\_023537](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/newsroom/features/?&cid=nrcs143_023537)



Please contact the Green Office team at



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<http://www.northeastern.edu/facilities>

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