

SMART GREEN CHOICES FOR MEETING and EVENT PLANNERS at MUSC

- ✿ **PLANNING STAGE:** Choose a caterer willing to offer sustainable food products and use service ware containing recycled material or recyclable ware. Choose eco-friendly supplies by looking for green leaf items in your supplier's catalog.
- ✿ **PRE-EVENT:** Coordinate the other details on campus: call **792-4119** to request recycling bins and additional pick-ups if needed.
- ✿ **DURING THE EVENT:** Place trash and recycling receptacles next to one another and post staff nearby to help direct the disposal process.
- ✿ **POST-EVENT:** At the end, survey attendees to learn if goals were met and to get suggestions for future meetings. Report outcomes highlighting the efforts of participants for their exemplary green meeting practices.

For more ideas and help with your event, contact MUSC Sustainability Program at <http://www.musc.edu/gogreen>

EASY WAYS TO REDUCE, REUSE AND RECYCLE

Establishing an effective recycling program is an important part of green meetings, but it's also important to try to stop waste before it starts by taking steps to reduce waste and reuse items made of nonrenewable materials. Here are a few simple, common practices that can have a big impact on the environment — many of which also save time and money for both meeting planners and suppliers:

Reduce by:

1. Using electronic registration and putting the program, speakers' materials and handouts online.
2. Eliminating plastic bottles by serving water in pitchers or providing water stations. Water can also be conserved by not pre-filling water glasses.
3. Limiting or eliminating styrofoam (polystyrene) cups and containers. (see **Green Buying Guide** for a price list of suggested green products)



Reuse by:

6. Producing signs and banners from durable, recovered materials.
7. Recollecting nametag holders and lanyards for later reuse.
8. Handing out reusable mugs or sports bottles that participants can use at the event, take home and use again.
9. Renting linen table cloths. DO NOT use plastic disposable ones. Most MUSC departments own a reusable Royal blue fabric cover with the MUSC logo printed on it and these can be borrowed if your department hasn't made one yet. Check with Business Development and Marketing for a list of table covers.



Recycle by:

11. Collecting glass, plastic, cardboard, metal and paper waste in strategically placed receptacles with appropriate signs throughout the meeting area. Request extra bins (FOR ON-CAMPUS EVENTS ONLY) by calling 792-4119 at least 48 hours in advance
12. Creating displays or giveaways from recovered materials that can also be recycled.
13. Printing on paper that meets current standards for post-consumer recycled content (30% - 100%) with nontoxic inks.
14. Breaking down cardboard boxes and placing next to recycling bin.

Food Service: Choose a caterer who is willing to use sustainable products in the menu as well as in the service ware. Local Produce is available practically year round in Charleston so request seasonal fruit and/or vegetable dishes in the menu. Vegetarian options are important as they are a lower carbon impact choice. Free-range poultry and local fish or seafood are also good menu items for a sustainable meal.

Ask your caterer to serve on trays or in bowls that can be reused (schedule a time for them to pick up all the service ware later on in the day) Suggest that "Box lunches" be packaged in the traditional Brown Paper Lunch Bag that is made from easily recycled Kraft paper.

Other Food Service Issues: Looking beyond the menu, you can further reduce the environmental footprint associated with food service by:

- Using china or glass service ware and table linens instead of paper or plastic wherever possible.
- Eliminating disposable utensils and switching to recyclable or biodegradable flatware and cups, which have become readily available. (see attached **Green Buying Guide**) If you have to buy disposables, paper is more eco-friendly than plastic or Styrofoam. Look for items with recycled content.
- Purchasing and serving water, beverages and condiments in bulk rather than in individual packages.



Greening the Staff: One thing that is often overlooked is how important staff (and volunteers) can be in greening an event. Meet with staff shortly before the event to explain your goals and discuss how they can help. These five minutes of personal attention will bring the right focus to the event and guests will feel a subtle difference — making the "green" experience more complete.

Document your Results: Taking the time to document and share your success is important. It will make people feel good about the green initiative (especially internal decision-makers), and gives you information for future improvement.



Waste Diverted from Landfills: Measure the amount of plastic, glass, paper, and other materials that were recycled at the end of the meeting or event.