Attendees are aware of the event’s sustainability goals and are encouraged to use sustainable transportation.

Information is distributed electronically, or printed materials are FSC certified.

Sustainability efforts are included in the marketing materials.

Coffee and tea are certified Fairtrade, Rainforest Alliance or USDA organic.

Confirm attendance to avoid food waste.

Food is provided by a “green caterer” in the Approved Food Provider List or the Decidedly Green Catering Menu.

Organizers have reviewed tips for ordering a sustainable buffet — see page two.

Compostable, recyclable and reusable dishware is used.

Encourage attendees to bring reusable utensils, water bottles, etc. if applicable and safe.

Informative signage and bin guards are present.

Place all compost, landfill and recycling bins beside each other.

Post-event waste reduction guidelines are followed — see page two.

Promotion

Event supplies and materials

Waste reduction

Catering

Learn more about planning a zero waste event and the Sustainability Recognition Program.
Ask your vendors

- Are your products reusable, compostable and recyclable by ASU’s standards or made of recycled materials?
- Does your business utilize environmentally friendly and socially friendly products and processes?
  - These can include ASU Procurement Certified, ECOLOGO, Fair Trade, Forest Stewardship Council, Green Seal, etc.
- Does your business:
  - Attempt to reuse or eliminate waste during the delivery of products and services?
  - Provide living wages?
  - Try to eliminate waste during product manufacturing, use and disposal?

Post event waste reduction

- Collect name tags and badges to reuse at future events.
- Reuse, recycle or return packaging materials.
- Save artwork, decoration, centerpieces and supplies for reuse.

Tips to order a sustainable buffet

- Accurately account for guests and do not over-order.
  - You can adjust customer counts up to 72 hours before your event.
- Accommodate those with common food allergies, vegetarians and vegans.
- Consider using reusable plates and napkins at additional cost to reduce waste.
- Choose plant based foods.
- Order Authentic local Sonoran foods.
- Inform ASU Catering Services that you want to host a zero waste event.