

# How-To: Green Event Planning

## Waste

### Recycle Bins

- single-stream bins on campus accept plastics (#1-6), cardboard, paper, and metals

### Compost Bins

- Contact Facilities to obtain bins prior to the day of your event (1 bin per 50 guests)

### Compostable Products

- Products (plates, napkins, silverware, cups) should be certified **COMPOSTABLE** ("biodegradable" does not mean compostable)

### Recovery of leftovers

- Pitt Food Share:  
<https://www.facebook.com/groups/pittfoodshare/>



## Food



### "Sustainable" food is:

- Locally sourced
- Fresh
- Served in compostable/recyclable packaging
- Majority is plant-based
- Sodexo offers a sustainable catering option

### Vegetarian Options

- at least one option offered

### Beverages:

- water pitchers, coolers, or WaterMonster\* in place of cans, plastic bottles, etc.
- Attendees encouraged to bring water bottles or coffee mugs



## Purchasing

### Sourced responsibly

- Fair Trade
- local
- organic

### Bulk! Bulk! Bulk!

- Napkins, sugar packets, condiments purchased in bulk

**Avoid:** purchasing anything made of **styrofoam**. It cannot be recycled and does *not* biodegrade.

### Compostable Products

- Sodexo Catering offers compostable products at no additional cost!
- Notify Sodexo that your catered event is Zero-waste: (412)648-2302 or [catering@pc.pitt.edu](mailto:catering@pc.pitt.edu)



## Communications and Outreach



### Reuse

- banners, posters, print materials
- Double-sided print material**

### Advertisement:

- Include Green Certification in advertisements (pending approval)

### Day-of:

- We offer signage with the Green Event Certification logo.
  - If there is a presentation component, announce the goal to reduce waste and educate attendees about what is compostable
  - Gather volunteers to monitor compost bins and help attendees sort their waste
- Promote the Student Office of Sustainability as a campus resource

Contact [SOOS@pitt.edu](mailto:SOOS@pitt.edu) for questions, concerns, and suggestions!