

# Hosting a **Small** Low-Waste Event at UMB

## *Good*

Provide all recyclable or all compostable wares (plates, utensils, cups, etc.)

If documents must be printed, make sure that there is a place to recycle them after the event

Avoid red meat and unsustainably sourced seafood

## *Better*

Ask guests to bring their own wares (plates, utensils, cups, etc.) and have disposable wares available upon request only

If documents must be printed, use recycled-content paper and print double-sided

Ensure plenty of vegetarian and vegan options

## *Best*

Provide all reusable wares (plates, utensils, cups, etc.) for attendees

Avoid paper agendas and other printed documents

Serve a mostly vegetarian menu, as well as vegan options

## Best Practices for Every Event



OFFICE OF SUSTAINABILITY

Utilize local vendors, especially those in West Baltimore and/or minority- or women-owned

Make a plan ahead of time for what to do with any leftovers

Use reusable tablecloths and other decorations (if applicable)

Provide co-located waste bins and detailed signage for attendees to sort trash, recyclables, and compostables (if applicable)

Opt for a buffet-style meal to cut down on packaging waste

Serve condiments in bulk instead of in single-serving packets

Use large pitchers or carafes for drinks, rather than providing individually bottled drinks; ensure access to a water refill station

Communicate event's sustainable attributes to attendees through signage & announcements