

SUSTAINABLE

Events Guide

SGA | Green Club 2023



EVENTS HAVE IMPACT.

Give your large event a small footprint.

By taking sustainability into consideration, event planners have the ability to maximize the benefits of gatherings and minimize potential negative impacts.

From hall events to school-wide festivals, this guide will help you host sustainable events in a cost-effective manner. Our goal is to help event organizers plan more green events that produce less waste, increase sustainability knowledge, and lower the event's environmental impact.



WHY SUSTAINABILITY MATTERS

Areas of Impact



WASTE REDUCTION

Reusing, recycling, and repurposing materials limits long-term negative impacts on the environment, like the amount of waste that goes to landfills.



SUSTAINABLE PURCHASING

By being conscious about what you buy, you can reduce excess materials and save money long-term, by minimizing overconsumption with efficient supply and demand management.



RESOURCE CONSERVATION

Reducing your energy and water usage reduces the demand for fossil fuels and, in turn, lower the levels of carbon dioxide emitted into the atmosphere.

PLANNING: PRE-EVENT

As you plan your event, integrate some of the following sustainable suggestions to minimize your event's environmental impact.

SUSTAINABLE SUPPLIES

Almost every event requires supplies, equipment, and maybe decoration. With smart and sustainable material choices, you could save money while also reducing waste.

REDUCE

By reducing the need for something at your event, you'll spend less money and limit waste. Evaluate the demand for certain items as you make your event's supply list. Ask yourself which items are vital, and which are non-essential.

REUSE

Take advantage of what's on campus! There is a good chance other clubs have purchased supplies that you need, like paintbrushes. Before hopping on a Walmart run, make sure to check with SGA for any materials they may be able to lend.

AVOID	BETTER	BEST
<ul style="list-style-type: none">• Individually packaged items• One-time use decorations (ex. balloons, streamers)• Single use, plastic event banners• Plastic bags when shopping for supplies	<ul style="list-style-type: none">• Natural or edible decoration (ex. flowers, food)• Banners made of a recyclable product, such as paper or cardboard• Paper bags when shopping for supplies	<ul style="list-style-type: none">• Products packaged in bulk• Reusable decoration (ex. art)• Banners that are reusable for other events• Reusable bags when shopping for supplies (SGA provided!)

PLANNING: PRE-EVENT

SUSTAINABLE FOOD

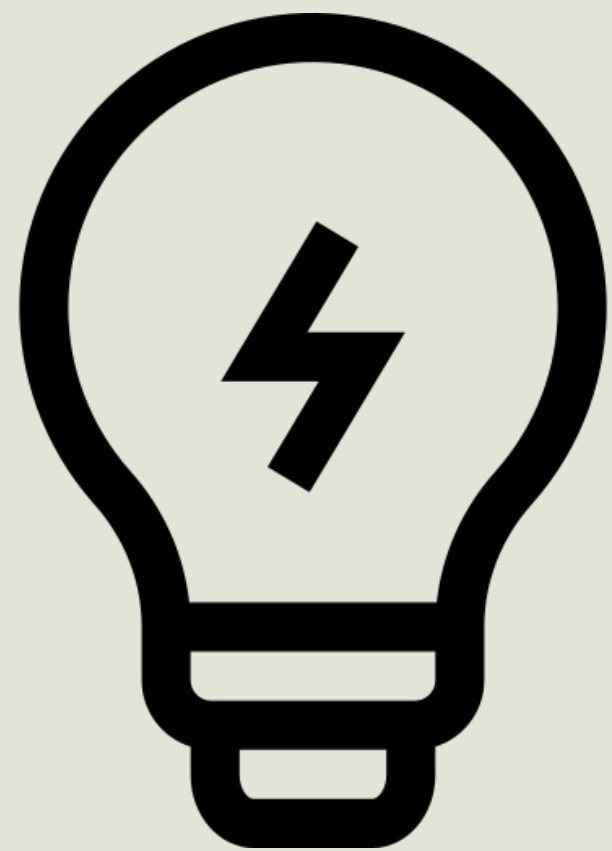
ASMS students love events with food! Whether you're planning Geek Fest or a 3-Course French Club dinner, sustainable food choices and supplies are available.

WHAT TO AVOID	<ul style="list-style-type: none">• Plastic plates, utensils, cups, straws• Styrofoam plates, cups• Drinks in plastic bottles or aluminum cans• Plastic tablecloths• Single-serve condiments (ex. ketchup packets)
BETTER CHOICE	<ul style="list-style-type: none">• Paper plates, cups• Paper tablecloths• Paper napkins• Bamboo utensils (ex. chopsticks!)• Compostable products
BEST CHOICE	<ul style="list-style-type: none">• Reusable plates, cups• Real silverware• Washable tablecloths• Ask attendees to bring their own plates, cups, utensils• Finger food

Make sure to have options available for those who prefer vegetarian diets and abstain from meat!

PLANNING: DURING THE EVENT

On the day of your event, keep these ideas in mind to keep your sustainable event running smoothly.



ENERGY CONSERVATION

Look for small ways to conserve energy!
Turn off electronic equipment when not in use, avoid unnecessary lighting, and remember to turn off the lights after an event if you're using a classroom!



WASTE MANAGEMENT

Ensure that waste and recycling bins are easily accessible! In addition to this, encourage attendees to use only what's necessary to reduce waste.

PLANNING: POST-EVENT

After your gathering, wrap up your event sustainably with this checklist.

LEFTOVER FOOD

Figure out what to do with leftover food.
Bring them to students or staff members!

REUSABLE MATERIALS

Collect unused materials or items that can be reused.
You can store them for future events.

EVENT WASTE

Make sure all waste has been properly discarded.
See the next slide for information on what is and is not recyclable.

EVALUATION

Evaluate what sustainable practices worked and what did not.
Use this to improve the impact of your next event.

WHAT DOES ASMS RECYCLE?

ITEMS YOU CAN EASILY RECYCLE ON CAMPUS



Plastic bottles
(water, soda)



Milk jugs, cleaning
product containers



Paper (printer/
notebook), cardboard



Glass bottles, jars,
containers



Aluminum drink cans,
tin food cans

ITEMS YOU CANNOT RECYCLE ON CAMPUS

STYROFOAM
WAX-COVERED PAPER
SCRAP METAL ELECTRONICS
CHEMICALS (PAINT, CLEANERS)
LARGE APPLIANCES

THANK YOU!

Thank you for taking the time to read this guide. We appreciate your participation in fostering a sustainable ASMS community!

For more information on sustainability at ASMS, see **Green Club's 3-Part Sustainability Guide**, consisting of this Sustainable Events Guide, information on local environmental issues, and tips and resources for an eco-friendly lifestyle.

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