



“Green” Housekeeping...tips for event planning/catering and hosting a sustainable NEWH event

Select location based on evaluation of their environmental policies and discuss event with Food and Beverage Mgr. or appropriate personnel

Some tips for selecting a facility:

- Energy Star appliances for energy and food production needs in use.
- Has a facility wide recycling program with bins conveniently located
- Serves Fair Trade coffee and organic food
- Active participant through community service
- Offers a sustainable event planning option
- Recaptures water from the ice for beverages for use for watering the plants at the facility
- Has achieved a LEED building rating level or has abided by LEED principles
- Uses citrus-based cleaning agents facility-wide

In urban environments, consider a location convenient to public transportation. Encourage ridesharing in advance of event.

For events requiring individual travel, offer carbon offsets; eliminate non-recyclable service ware

Event planning tips:

1. Use ceramic or glass that can be washed and reused (with non-toxic cleaning agents.)
2. Use biodegradable plates, cups, utensils, etc. bio-based from plant fiber not impacting food production.
3. If above does not exist, use service ware that can be recycled and have recycling bins available.
4. Use linens versus pulp-based materials for napkins and table dressings or use tables that don't require use of table cloths and skirts (metallic, wooden or granite top tables for food service.)
5. In all cases, seek local suppliers
6. For printed materials, use both sides of the paper (recycled paper if possible) or paper that can be replanted (paper with seeds) and soy based inks.
7. Give out as little paper as possible. Use electronic transmissions, website links, social media, etc.
8. If seafood is served, recommend use of Blue Ocean Institute's Guide to Ocean Friendly Seafood for menu. Consider local wild catch versus farm-raised seafood in applicable areas.
9. Use a menu of locally grown organic foods or, if not organic, seek locally produced foods (within 500 mile radius) and in-season.
10. Use local beverage sources, if applicable. For wines, seek organic wines or sustainable viticulture alternatives for eastern wines.
11. Serve condiments in bulk not individual sized packaging.
12. Use water coolers or pitchers versus bottled water options
13. Inquire if surplus food can be donated; ask if food waste is composted.
14. Encourage facility to take leftover flower/plant arrangements to local hospital/hospice/charity
15. Herbs can be used on table tops and replanted at facility gardens or community garden
16. Avoid elaborate/exotic flowers; use living centerpieces
17. Use locally sourced candles made from soy or beeswax
18. For breakfast/lunch events use fresh whole fruit, live grass/moss or stone arrangements.
19. Giveaway products should be locally made with sustainable materials.
20. In lieu of giveaways, offer plant a tree for each attendee or make a donation to sustainable project