



**PRESIDENT'S
SUSTAINABILITY COMMISSION
COLORADO STATE UNIVERSITY**

Event Coordinator – Sustainability Recommendations

Prepared by the President's Sustainability Commission – Engagement sub-committee

This guide is intended to be a resource to departments, employees, student groups, and organizations within Colorado State University who are looking to host Zero Waste meetings or events.

Tips to host a zero-waste event:

- Go paperless and use web, social media, and email to promote the event as well as an online registration system rather than paper invites, posters, or RSVPs.
- If you must use paper for marketing materials, such as promotional posters or handouts, choose paper that is made from at least 30% recycled content, is recyclable, and/or is Forest Stewardship Certified. (see the Printing & Publications Sustainability Recommendations)
- Provide compostable serving ware (sorting will be cleaner if you go with all compostable; the more variation in materials, the harder it is to sort correctly). Contamination of the recycle and/or compost streams is to be avoided at all costs!" When streams of materials get contaminated - the result is a more expensive trip to the landfill for those materials. When in doubt - throw it out!
- Actively promote the zero waste aspects of your event and remind attendees to reduce waste by only bringing recyclable, reusable, and/or compostable materials with them to the event.

To host a Zero-Waste Event:

- Consider all the above in addition to the below bullets.
- Provide composting and recycling receptacles in addition to landfill (trash) bins. Sorting will be most accurate if you have staff or volunteers at each waste station to help attendees sort properly. If you can't staff the waste sorting station, have signage displayed over each receptacle to help facilitate proper sorting of materials (visual references are very helpful so consider taping the specific items that are available at your event above each receptacle as examples!).

- Serve drinks with a pitcher or self-serving container with reusable or compostable cups rather than single-use water bottles or cans – otherwise, be sure these items are empty of liquids and recycled (and skip plastic straws as they often end up in waterways where they are harmful to aquatic species).
- Choose reusable decorations (i.e., table clothes, centerpieces, or banners), rather than single-use plastic decorations.
- Reduce the amount of food waste by having attendees RSVP so you can give the caterer a more accurate head count. Work with your caterer to develop a plan for leftovers (donate to a local shelter, have participants take home leftovers, make them available to the venue staff, or compost).
- If the event is catered, actively work with the caterer to provide compostable serving materials, and ensure single-serve packets of condiments or individual packets are not provided but rather served in bulk. For example, have chips available in a large serving bowl instead of individual chip bags.

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