

AREAS OF IMPACT

People:

- The work to make an event happen often falls on the shoulders of one or two people. It helps to engage support (from the Sustainability Committee, for example!) and have volunteers to distribute work more evenly.
- Have a variety of healthy/sustainable food and beverage options that represent the overall values of a green event and the dietary needs of all the participants.
- Consider the labor and purchasing practices of vendors to ensure that workers are being treated fairly and their products are sustainable.

Pollution: Transportation of goods and people is a major source of greenhouse gas emissions, and pollutants that have serious negative health impacts. Our events can use local vendors, buy local products and encourage use of carpools and public transit to lessen those negative impacts.

Energy Use: A well-planned event can reduce contributions to climate change. Vendors who have sustainable practices that limit energy use can be our first choice.

Water is a limited resource and access to water is a right of all people. In most cases, tap water is clean and safe to drink. Bottled water is not superior—up to 40% comes from purified municipal water sources. It takes massive amounts of energy and oil to produce and ship bottled water, 80% of the bottles end up in landfills or in our waterways.

Waste: The state of California has a ZERO Landfill goal by 2050. Please separate waste to dispose of it correctly. Recycling reduces the use of fossil fuels, a major cause of global warming.

Sustainable Event Planning ACTIONS

Planning:

- Contact a member of the AULA Sustainability Committee for tips and support

Sending Invitations & Announcements:

- Send everything electronically, through email, or on-line event sites (Eventbrite, Brown Paper Tickets, etc)
- Encourage invitees to carpool and use public transit
- If it is an informal event on campus, encourage invitees to bring their own mugs, plates and utensils
- If you do print, print double-sided

Acquiring Supplies

(decorations, tablecloths, serving platters and utensils):

- Borrow supplies from the kitchens or other AULA departments
- Buy or rent party ware from local vendors to boost the local economy
- Use sustainable vendor list (see brochure insert)
- Purchase products made from recycled materials
- Purchase products that can be reused or composted
- Share in bulk purchases with multiple departments
- Ensure vendors pay a fair wage and follow labor laws
- Purchase products with reduced packaging
- Support businesses that protect human rights, animal rights and the environment

Building Community

- Invite participants to provide ideas for how to take part in sustainability efforts: organize a car pool, bring your own a mug, ride your bike, take the bus, walk!
- Donate leftover food (see donation site list)

Food and Drink:

- Ask your caterers and food prep staff to purchase locally grown food, organic when possible
- Ask your caterers and food prep staff to limit the packaging when they bring food in, and to ensure that packaging is recyclable (In Culver City, no Styrofoam is recyclable, but aluminum is okay)
- Avoid single serve bottles for water and beverages by using pitchers and our water cooler (Campus Services can bring it into the event room)
- Provide vegetarian and vegan options
- Serve whole grains and gluten free items
- Ensure vendors pay a fair wage and follow labor laws

Set up & Clean up

- Waste management can be planned with a Sustainability Committee member to help. Have a point person to monitor recycling and waste disposal to help cut down everyone's clean up time
- At the beginning of an event, remind guests that we would like for them to recycle and give a brief overview of items that can be recycled, highlighting our clearly labeled, accessible recycling system
- Plan to use the dishwasher in the 1st floor kitchen
- Eliminate disposables; use washable plates, glasses, serving goods; wash plastics for reuse
- At clean up, save materials that can be used for future events (i.e. utensils, banners, etc.).
- If possible, separate non-cooked organic disposables and compost through the City of LA green waste program

What is a Sustainable Event?

A sustainable event is designed, organized and implemented to minimize negative impacts on people and the environment, and to provide a positive experience in the community.

An event can reduce greenhouse gas emissions and carbon footprint, lessening our contribution to climate change that impacts the most vulnerable communities, thereby addressing our social justice mission with action.

A comprehensive approach to creating sustainable events, large or small, has the following impacts:

- 1) respects public health by reducing pollution
- 2) reduces the material and energy resources used by encouraging the reuse of items and ensuring that materials and organic waste are recycled or composted properly
- 3) supports and promotes equity and environmental integrity in businesses

Inside this brochure you will find the steps to design a sustainable event at Antioch University.

**Any one thing
you can do
will make
a difference.**

**Sustainability is a
Human Right and a Human
Responsibility**

RESOURCES

Event Planning:

www.sustainable.org/living/responsible-buying-a-consumption/473-how-to-plan-a-sustainable-event

www.bluegreenmeetings.org

www.wri.org/wrisummit/2003_greenconference.html

Purchasing:

www.coopamerica.org/business/Bgreenng.HTM

www.forestethics.org/purchasing/paper-copy.html

Waste:

www.culvercity.org/live/home-property/residential-recycling-trash-services

<https://www.lacitysan.org/san/faces/home/>

Transit:

www.metro.net/

www.culvercity.org/enjoy/culver-city-bus

Business Practices:

Department of Consumer and Business Affairs
1800-593-8222 or BBB.org

Informational Websites

www.ThinkOutsidetheBottle.org

www.ethicalconsumer.org/boycotts

**For more information or
to set up a meeting with a member
of the Sustainability Committee,
please contact: Jane Paul
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HOW TO DESIGN

Sustainable AULA Events



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