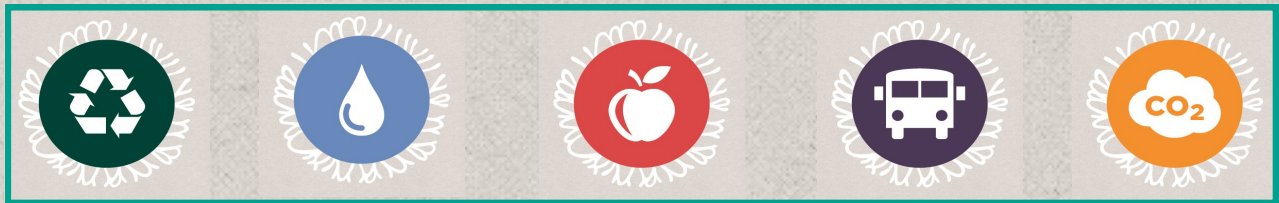


# Green Event Planning Guide

*This guide is an all inclusive tool to aid event planners in making their events more sustainable. You will find the do's and don'ts of sustainable event planning, including what to do throughout the planning process (before, after and during the event), finding a green caterer, and much more. Still have questions? Contact [sustainability@jhu.edu](mailto:sustainability@jhu.edu).*



## **1. Navigate the process:**

*Follow these guidelines through every step of the green event planning process.*

## **2. SAMPLE GREEN COMMITMENT STATEMENT:**

*Announce your sustainable efforts at your event using this template.*

## **3. PREFERRED GREEN CATERING DIRECTORY:**

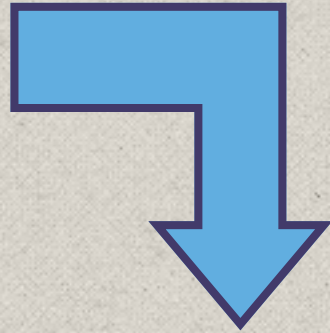
*Check out a list of caterers who have adopted sustainable practices.*



# NAVIGATE the process:

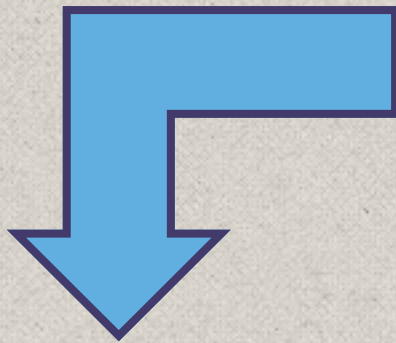
## Before the Event:

- Make your green commitment
- Opt for sustainable food choices
- Request compost and/or recycling bins
- Reduce bottled water
- Minimize promotional items/giveaways
- Minimize printed materials
- Encourage alternative transportation
- Use natural and reusable décor



## Day of the Event:

- Find ways to conserve energy
- Check for proper waste bin set up
- Promote your sustainability efforts



## After the Event:

- Collect unused materials for future events
- Coordinate with Campus Kitchens to donate leftover food
- Turn off all equipment and lights





# 1. Before the Event

## Make your green commitment:

- ◆ Review the Green Event Planning Guide
- ◆ Advertise/share your commitment to a green event in communications to guest and attendees



## Opt for sustainable food choices :

- ◆ Utilize the JHU Preferred Green Caterers Directory
- ◆ If reusable service-ware is not an option, confirm that ONLY compostable bowls, plates, cups, napkins and utensils will be provided
- ◆ Accurately gauge the size of your event to avoid purchasing more food than needed
- ◆ Contact [Campus Kitchens](#)<sub>1</sub> if you would like your leftovers<sub>2</sub> collected
- ◆ Don't see your favorite caterer? Help get them green preferred by contacting [sustainability@jhu.edu](mailto:sustainability@jhu.edu)



**TIPS:**  
strive for locally sourced food, organic, and provide vegetarian options

**AVOID:**  
pesticides, imports, tropical fruits, only meat options





# 1. Before the Event (cont.)

## Request compost and/or recycling bins:



- ◆ Ask that bins be provided where the event will be held through Facility Management Event Support

(NOTE: composting bins should only be requested if the caterer or event planner is providing compostable or reusable bowls, plates, cups, napkins AND utensils.)



**TIPS:**  
provide water  
pitchers or airports

**AVOID:**  
plastic bottles,  
aluminum cans,  
glass bottles,  
Styrofoam

## Reduce bottled water:

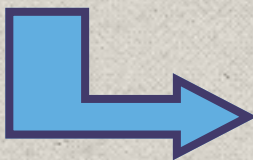


- ◆ Advertise to attendees to bring their own reusable bottle/mug
- ◆ Provide a glass of tap water for guest speakers



## Minimize promotional items/giveaways:

- ◆ Consider eliminating giveaways all together
- ◆ If it is necessary, consider products that are made in the USA (Maryland), fair trade, made from recycled materials, organic (i.e.-t-shirts), or things guests can use (i.e.-water bottles, reusable mugs/water bottles, utensils). Brand with the Hopkins Eco-Smart graphic.





# 1. Before the Event (cont.)

## Minimize printed materials:

- ◆ Advertise using digital media options (i.e.-FlashAds)
- ◆ Utilize Today's Announcements, Evite, Twitter, or Facebook
- ◆ Send event materials to attendees before the event via email

TIPS:  
if printing is necessary JHU Design Services can offer sustainable printing options, use Forest Stewardship Council (FSC), and soy based inks

AVOID:  
posters and handouts

### TIPS:

bikes, shuttle, bus, light rail, walking, Zipcar spots

### AVOID:

hard to get to locations

## Encourage alternative transportation:

- ◆ Select a central location accessible via alternative modes of travel
- ◆ Encourage attendees to use these modes of travel
- ◆ Consider webcasting the event to eliminate any transportation emissions



### TIPS:

linen table cloths, potted plants guests could take home with them

### AVOID:

throw away decorations, impractical giveaways

## Use natural and reusable décor:

- ◆ Consider using reusable, functional or natural decorations
- ◆ Keep dates off of banners so as to use them for future events



# 2. Day of the Event

## TIPS:

use natural lighting when possible, keep windows and doors closed when heat/ AC is on

## Find ways to conserve energy:

- ◆ Consider event spaces where daylight can be utilized
- ◆ Shut off equipment when not in use
- ◆ Turn off lights that are not needed for the event



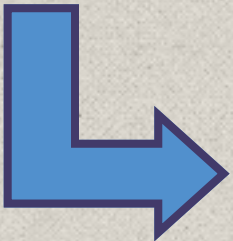
## AVOID:

using lights during the day, keeping windows or doors cracked



## Promote your sustainability efforts:

- ◆ Announce your green commitment at your event (see the Sample Green Commitment Statement). Announce how to sort waste before guests stand up.
- ◆ Strategically place recycling and composting table tents near bins or high visibility spots
- ◆ Use the Hopkins Eco-Smart graphic (below) on promotional materials.
- ◆ If you have a slide show, include a composting and recycling slide prior to the beginning of the event.
- ◆ Assign volunteers to be bin monitors, helping guests sort their waste.



## Check for proper waste bin set up:

- ◆ Double check ALL bins are properly labeled
- ◆ Recycling, composting and/or trash bins should all be grouped together
- ◆ NOTE: Composting bins should be equipped with a compostable bin liner



HOPKINS  
ECO-SMART





### 3. After the Event

Once the event is over, and the guests have left, there are just a few more things to do! Make sure to coordinate with Campus Kitchens to donate your leftover food. Ask caterer to bring to-go containers for extra food. When cleaning up your event space, make sure you are saving materials that can be used later on for future events (i.e.-utensils, banners, etc.). Once you have finished gathering everything, make sure all lights and equipment are turned off.

And then last but not least...

# CELEBRATE!



Because you have just successfully hosted a green event!





# Bin Request Contacts

Requesting bins is one of the most critical to-dos for ANY event, especially a green event. This process varies by campus. Let them know what you need about 2 weeks prior to your event.

Campus	Office	Name	Phone
<b>550 and 1830 Buildings</b>	Property Management	Rosetta Shore	410-955-2156
<b>Bayview</b>	Housekeeping	Michele Sasser	410-550-1146
<b>Carey - DC</b>	Campus Operations	Melissa Kirkendall	202-588-0597
<b>Carey - Harbor East</b>	Campus Operations	Jodi Kubisiak	410-234-9465
<b>Eastern</b>	Property Management	Corinne Odo	443-997-8988
<b>Homewood</b>	Homewood Recycling	Ryan Kielbasa	410-516-5736
<b>Hospital</b>	Sustainability	Kelsey Hallowell	sustainable@jhmi.edu
<b>Keswick</b>	Transwestern	Courtney McKeon	443-997-0680
<b>Mt. Washington</b>	Transwestern	Leanne Burnette	410-735-7727
<b>Peabody</b>	Plant Operations	Eric Owens	667-208-6510
<b>SAIS</b>	Zendesk	Debbie Walls	202-6636-5665
<b>School of Education</b>	Campus Operations	Sabrina Scarborough	410-516-4925
<b>School of Public Health</b>	Facilities Management	Mariangela Baxter	410-955-3451
<b>Schools of Medicine and Nursing</b>	Facilities	Mike Humphreys	410-955-3324

## Online Request Systems:

Homewood: [www.jhfre.jhu.edu/services/maintenance\\_and\\_repair/recycling\\_request\\_form.html](http://www.jhfre.jhu.edu/services/maintenance_and_repair/recycling_request_form.html)

SAIS: [sais.zendesk.com](https://sais.zendesk.com)

Public Health: [my.jhsph.edu/Offices/FacilitiesManagement/Documents/Facilities%20Service%20Request.aspx](http://my.jhsph.edu/Offices/FacilitiesManagement/Documents/Facilities%20Service%20Request.aspx)



# SAMPLE GREEN COMMIT-

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*Feel free to use this sample green commitment statement below as a guide for highlighting the green steps you have taken in planning your event. Make your own edits and include this in your promotional materials (website, e-mails, posters, etc.), in your event program (if you must print one), and announce it aloud at your event.*

The Johns Hopkins University is committed to taking smart and responsible actions that prioritize people, natural resources, and finances to safeguard the health of future generations. The University's commitment to sustainability extends to all aspects of campus life – including on-campus events.

To demonstrate our commitment, (NAME OF SPONSORS OF EVENT), have been thoughtful and deliberate throughout the event planning process to take steps to reduce environmental impact and support the vision of sustainability. These steps include:

(LIST STEPS i.e. minimizing print materials, using local caterers who specialize in green practices, switching from disposable to reusable or compostable service-ware, and having these items, along with food scraps, collected for recycling and composting.)

We invite you to join us in this commitment by adopting sustainable practices in your work and life at Johns Hopkins and beyond.



# PREFERRED GREEN CATERERS DIRECTORY:

This directory contains a list of Baltimore region caterers that have demonstrated a strong commitment to environmental responsibility in their operations and service. This is designed to help you choose the best caterer for your event.

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All of the caterers listed in this directory:

- Offer healthy food options that feature organic and local ingredients
- Offer substantial vegetarian options

AGAPE HOUSE

410.566.5007

CAFÉ AZAFRAN

410.338.4757

CHESAPEAKE  
FOOD WORKS\*

410.642.3844

ATWATER'S

410.821.6021

CHARLES  
LEVINE  
CATERERS

410.363.0900

THE CLASSIC  
CATERING  
PEOPLE

410.356.1666

BON APPETIT

443.528.4782

CHEF'S  
EXPRESSIONS

410.561.2433

THE  
DOGWOOD  
DELI\*

410.889.0952



G&G'S CREATIVE  
CATERING\*

410-686-5050

JAY'S DELI

410.685.3861

SASCHA'S  
CATERING

410.539.610

3

GRAUL'S MARKET

410.823.6077

THE LAND OF  
KUSH

410.225.5874

SUNSHINE  
GRILLE

410.592.3378

INNOVATIVE  
GOURMET

410.363.1317

MARIE LOUIS  
BISTRO

410-385-9956

ZEFFERT &  
GOLD  
CATERING

410.944.4481

J. BURKE  
CATERING

443.591.9058

ROUGE  
CATERING

410.527.000

ZIA'S CAFÉ\*

410.296.0799

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If you wish to use a caterer not  
on this directory, please contact:  
[sustainability@jhu.edu](mailto:sustainability@jhu.edu)

Contact Campus Kitchens at  
[ckjhu@campuskitchens.org](mailto:ckjhu@campuskitchens.org)  
if you wish to have any leftover food picked up!

\* These caterers are available through Baltimore VMeals: where you can "Point. Click. Eat." Check out  
[www.vmeals.com](http://www.vmeals.com) for more information.