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.

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 if you would like your leftovers collected
- Don't see your favorite caterer? Help get them green preferred by contacting sustainability@jhu.edu

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

AVOID: pesticides, imports, 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 airpots

**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 or reusable mugs)
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

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

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

TIPS:
- if printing is necessary JHU Design Services can offer sustainable printing options, use Forest Stewardship Council (FSC), and soy based inks
- AVIOD: posters and handouts
- encourage the use of bikes, shuttle, bus, light rail, walking, Zipcar spots
- AVIOD: hard to get to locations
- TIPS: decorate with linen table cloths, potted plants guests could take home with them, etc.
- AVOID: throw away decorations, impractical giveaways

TIPS: JHU Sustainability Network
2. DAY OF THE EVENT

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

**AVOID:**
using lights during the day, keeping windows or doors cracked

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**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

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**Promote your sustainability efforts:**
- Announce your green commitment at your event (see the Sample Green Commitment Statement)
- Make an announcement of the location of the recycling and composting bins and signage reference
- Strategically place recycling and composting table tents near bins or high visibility spots
- Help out the Network by posting the Sustainability logo on promotional/event materials!
- If you have a slide show, include a composting and recycling slide prior to the beginning of the event

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**Check for proper waste bin set up:**
- Double check ALL bins are properly labeled
- Recycling, composting and trash bins should all be grouped together
- **NOTE:** Composting bins should be equipped with a compostable bin liner

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*SUSTAINABILITY NETWORK*
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. 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!

1. Contact Faith Tandoc (C.K. Food Resourcing Coordinator-2012-13) at faith.tandoc@jhu.edu/ 216.543.1068 as soon as you begin planning to have food at your event if you wish for your leftovers to be picked up.

2. Leftovers must remain covered and not served for them to be able to be picked up. Also, contact Faith Tandoc ASAP if your event ends up having no leftovers.

3. Composting is only available at the Homewood, School of Public Health, Keswick, and Mt. Washington campuses.
SAMPLE GREEN COMMITMENT STATEMENT:

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.

All of the caterers listed in this directory:

- Offer healthy food options that feature organic and local ingredients
- Offer substantial vegetarian options
- Provide compostable cups, plates, napkins, utensils, and other service-ware that can be composted
- Offer beverage pitchers and airpots as an alternative to bottled water/drinks and aluminum cans
- Have eliminated Styrofoam products

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

Contact Campus Kitchens at: ckjhu@campuskitchens.org if you wish to have any leftover food picked up!
PREFERRED GREEN CATERERS DIRECTORY:

- AGAPE HOUSE 410.566.5007
- ARAMARK 410.516.4500
- ATWATER'S 410.821.6021
- CHARLES LEVINE CATERERS 410.363.0900
- CHEF’S EXPRESSIONS 410.561.2433
- CHESAPEAKE FOOD WORKS* 410.642.3844
- CHIAPPARELLI’S 410.837.0309
- THE CLASSIC CATERING PEOPLE 410.356.1666
- THE DOGWOOD DELI* 410.889.0952
- G&G’S CREATIVE CATERING* 410.686.5050
- GRAUL’S MARKET 410.823.6077
- INNOVATIVE GOURMET 410.363.1317
- J. BURKE CATERING 443.591.9058
- JAY’S DELI 410.685.3861
- THE LAND OF KUSH 410.225.5874
- LA PRIMA CATERING 301.220.1001
- MARIE LOUIS BISTRO 410.385.9956
- ROUGE CATERING 410.527.0007
- SASCHA’S CATERING 410.539.6103
- SUNSHINE GRILLE 410.592.3378
- ZEFFERT & GOLD CATERING 410.944.4481
- ZIA’S CAFÉ* 410.296.0799

* These caterers are available through Baltimore VMMeals: where you can “Point. Click. Eat.” Check out www.vmeals.com for more information.