**Hosting Sustainable Events in the Stamp**

**BEFORE THE EVENT**

•Use social media and/or distribution lists to advertise and promote your event

•Send agendas and other meeting materials, electronically, to participants in advance

•Limit or eliminate providing conference bags and “swag” to participants

•Print double-sided documents to distribute to participants

•Encourage participates to utilize public transportation to travel to and from your campus event

•Use useable centerpieces

•Limit or eliminate themed or dated signage materials that can only be used once

**DURING THE EVENT**

•Send handouts to participants electronically, or post them to your organization’s website

•Project the agenda on the screen for everyone to see

**FOLLOWING THE EVENT**

•Send evaluations to participants electronically, or post a link on your organization’s website

•Send handouts to participants electronically, or post them to your organization’s website

**CATERING**

•Good Tidings – UMD Dining Services ensures that waste is properly recycled and food is composted at the end of every event. Dining Services purchases 20% sustainable food.

•Goodies 2 Go – All orders include compostable plates, cups, flatware; and recyclable serving tools and service ware (<http://goodiestogo.umd.edu/wp-content/uploads/2018/08/Sustainability.pdf>).

 ▪You can request a portable composting bin for your Event Coordinator to be added your reservation

•Encourage participates to bring their own mug or reusable water bottle. There are several water bottle refill stations in the Stamp

•If you think you will have left over food, before your event email umfood@umd.edu for assistance to donate the unused food. Food donation arrangements must be made and finalized prior to your event!

•Consider increasing the meat free options you provide. Vegetarian options can be healthier and environmentally friendly

**KNOW THESE DEFINITIONS & KNOW HOW TO SORT**

**•**Compost: Food scraps, paper napkins, paper containers, tea bags, coffee grounds, anything labeled compostable. You can request a compost bin for events in the Stamp. Talk with your Event Coordinator.

**•**Recycle: White paper, paperback and hardback books, plastics 1 – 7 (empty, with no food remnants)

**•**Trash/Landfill: Styrofoam, recyclable items that are soiled with food, and everything else

 