HOSTING A GREEN EVENT
AT OHIO UNIVERSITY

1. EVENT BRAINSTORMING
- Decide on the size and type of event
- Select a date and time
- Use Green Event Guide to decide on details

2. INITIAL PLANNING
- Choose and reserve an energy-efficient venue
- Rent event equipment from OHIO or local vendors
- Request Green Event options with OHIO Catering
- Request local, seasonal, and/or vegetarian options
- Reduce single-use items by selecting finger foods, buffet-style displays, and beverage carafes
- Plan your décor without single-use items
- Fill out the work order for recycling and compost bins from Campus Recycling
- Fill out the Green Event Registration form on the Office of Sustainability website
- Reduce disposable third party promotional materials by putting them in a single flyer, email, or flash drive

ENERGY-EFFICIENT VENUE OPTIONS
- Select an outdoor space or LEED-certified building
- Take advantage of natural room lighting – open the curtains and turn off the lights
- Choose a central location so attendees can walk, bike, or use public transportation
- Reserve on-campus venues from:
  - Event Services
  - Campus Recreation
  - Ohio University's Registrar's Office
  - Astra Scheduling
  - Ohio University Catering

3. EVENT PROMOTIONS
- Advertise your event without generating trash via social media, digital display boards, and the OHIO event calendar
- Use online resources to send invitations and receive RSVPs
- Let guests know that you are hosting a Green Event, and encourage them to bring a reusable water bottle and use sustainable transportation options

SUSTAINABLE TRANSPORTATION OPTIONS
- Athens Public Transit (APT)
- Walking, biking, or e-scooter
- Campus-area transit system (CATS)
- Green Cab, Uber, or Lyft
- Zipcar
- Campus fleet: Leaf & Volt vehicles
- Carpooling

4. HOST THE EVENT!
- Always place landfill, compost, and recycling bins together with appropriate signage
- Inform your guests that you are hosting a Green Event and explain how they can help make it a success

5. AFTER EVENT
- Prepare waste for collection if needed
- Store signage and décor for future use
- Send thank you emails to guests and include info on staying engaged with OHIO's sustainability efforts
- Look for more ways in your life to reduce waste and live sustainably!

Learn more: sustainability@ohio.edu

Ohio University
Voinovich School of Leadership and Public Affairs
Sugar Bush Foundation
Zero Waste Ohio University
Office of Sustainability