

# 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](mailto:sustainability@ohio.edu)

