How to make your Suffolk events & meetings eco-conscious
Today’s event is brought to you by:

Suffolk Sustainability,
Office of Health & Wellness,
Human Resources,
SBS Dean’s Office,
CAS Dean’s Office, and
Law School Dean’s Office

In Partnership with Sodexo
1. **Assess It!** Conduct baseline food waste assessment
2. **Commit to It!** Set a 3-year goal with a commitment to increase food reduction/diversion by 5% in the 1st year.
3. **Do It!** Undertake food waste reduction and recovery activities to meet your goals!
Why eco-conscious? Benefits include:

- Saving money on catering
- Earning positive feedback from attendees
- Leading by example
- Avoiding embarrassing trash overflow
- Reducing University waste hauling needs ($ savings + fewer miles travelled)
- Supporting the regional economy
- Reducing your event’s carbon footprint
Waste: how much did event attendees generate?

Don’t let your events fall victim to the “trash” syndrome!
Many packaging items end up being thrown away by users, even if they are recyclable or compostable. To reduce the impact of your event, order menu items that involve little packaging.

Things to think about eliminating:

- Chip bags,
- Individual bottled beverages,
- Boxed lunches
Maximize recycling

1. Inform yourself on what’s recyclable
2. Order items that are recyclable
3. Make arrangements to have extra receptacles, if a high-volume event
4. Make an announcement at the beginning
5. Give a reminder at the end
6. Have someone on hand to facilitate (i.e. request a “trash talker”)
More on Trash Talkin’

- Educating
- Minimizing waste output, increasing recycling & composting
- Helping move the process along
- Rewarding participants
Maximize composting
(Basically the same steps as maximizing recycling)

1. Inform yourself on what’s compostable
2. Order items that are compostable
3. Make arrangements to have extra receptacles, if a high-volume event
4. Make an announcement at the beginning
5. Give a reminder at the end
6. Have someone on hand to facilitate (i.e. request a “trash talker”)
Choose items with a lower carbon footprint

High carbon:
- Meat
- Bottled water

Lower carbon:
- Vegetarian items
- Local, tap water
- Organic foods
- Local/regional/seasonal foods
Easy ways to reduce waste

• Meeting/event invitation: encourage attendees to bring a travel mug to help reduce waste (i.e. “Help us strive for a ‘zero waste’ event – bring a travel mug!”)
• Reward those who do! Distribute Spot-a-Mug vouchers
• Instead of putting money into disposable bottled water, provide speakers with a reusable (Suffolk) mug with tap water
Incorporate locally & regionally grown/produced foods
Save $$$, Reduce Waste

Order boxed lunches for 20…

- Spend about $220,
- End up with a lot of items going unused and thrown away, and
- More mess

Order a la carte lunch for 20…

- Spend about $215,
- End up with less waste, and
- Less mess

<table>
<thead>
<tr>
<th>Bottled water for 50</th>
<th>Pitchers of water</th>
<th>Savings from Eco-Option</th>
<th>% Savings from Eco-Option</th>
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</thead>
<tbody>
<tr>
<td>50x$1.35 = $67.50</td>
<td>(50/6)*2=18</td>
<td>$49.50</td>
<td>73%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sandwiches for 25</th>
<th>Lower quantity: Sandwiches for 20</th>
<th>Savings from Eco-Option</th>
<th>% Savings from Eco-Option</th>
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<tbody>
<tr>
<td>25x$7= $175</td>
<td>20x$7 = $140</td>
<td>$35</td>
<td>20%</td>
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Papers & Decor

• Reduce paper waste -- only provide print-outs of what’s absolutely necessary
  – Show information on a screen or easel instead of supplying individual handouts
  – Make double-sided copies to reduce amount of paper being used
  – Use recycled paper to save trees

• Festive, yet affordable and conservative with natural resources
  – Hosting a fair? Ask groups if they have their own reusable table coverings to bring. For whoever doesn’t, supply reusable ones or none at all, or get creative with table coverings by reusing materials (i.e. newspaper).
Educate your attendees

- Reminders
- Signage
Make sure the person doing the ordering is in the loop!

- If the one doing the ordering for your events/meetings does not have this information, you are not done with your job!

- Be sure to share this information with colleagues and give them friendly reminders before the orders are placed.

- Whoops? Eco-conscious choices were omitted? You can change your order (time permitting)!
Choose your venue wisely

• If your event will be off-campus, i.e. at a hotel, ask about “green event options” before you make your choice.
  – Will the recyclable items used at your event (soda cans, etc.) be recycled?
  – What local/regionally grown/produced foods are available?
  – Can they supply carafes of beverages, instead of individual bottles?
  – Can they serve Fair Trade coffee/tea?
Who’s here to help you hold eco-conscious events?

- The Suffolk Sustainability staff
- Sodexo
- Suffolk University Sustainability Committee
- Suffolk Sustainability Ambassadors

Reach out as far in advance as possible and we will be happy to assist.
# Sustainability Committee

**Members 2012**

<table>
<thead>
<tr>
<th>Area:</th>
<th>Name:</th>
<th>Department:</th>
<th>Building/Floor:</th>
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