



GREEN YOUR EVENT

Purchase Sustainable Food and Materials:

- If you're serving food, seek out a seasonal, local and/or organic menu. Many catering companies provide sustainable food upon request. View a list of local sustainable catering options on our [Green Your Event](#) page.
- Use eco-friendly (e.g. certified biodegradable or recycled-content) or reusable tableware.
- Have available tap water in pitchers with glasses or reusable cups rather than bottled water. Encourage attendees to bring reusable bottles or cups.

Reduce Waste & Encourage Recycling:

- Publicize your event electronically via email, the University's websites, and social media. If your event is sustainability-related, email us at sustain@princeton.edu to advertise on our events calendar.
- Ensure that both trash and ample recycling bins are available in the venue.
- Encourage presenters to use electronic (e.g. PowerPoint) presentations instead of handouts.

Promote Sustainable Transportation:

- If your event requires transportation, publicize [car-free transportation options](#).

Educate Your Audience:

- Contact sustain@princeton.edu for a "Sustainability at Princeton" logo file to be included in your event materials.
- Include a note about your group's commitment to sustainability in the event agenda. For example: "_____ is committed to sustainability, and we are committed to minimizing the waste generated from this event by emphasizing reusable over disposable materials. Please help us reduce our impact by recycling properly during the event."