



This guide is to help you plan a small (fewer than 100 people), environmentally conscious event. We offer tips and tricks on different ways to make an event “green” before, during, and after the event.

Before an event:

- o **Procure food from local, sustainable sources and provide the right waste streams for your single use items:**
 - Add Compost service to your room reservation through the Auraria Campus Events Services (for more information, email us at greenevents@ahec.edu)
 - Use [AHEC approved caterers](#). They may be able to supply compostable items, if requested.
 - Ban plastic wrapped materials, such as silverware, etc. Offer condiments in bulk. Serve beverages in containers such as pitchers. If individual beverages are served, choose recyclable containers. Eliminate straws.
- o **Avoid single use items such as balloons or other decorations.**
- o **Use LEED buildings such as: Science, Library, SSB, MSU's AES, the HLC/SpringHill Suites, CU Denver Wellness, CU Student Commons, and CCD's Confluence Building.**
- o **If you want to purchase giveaway items, always ask for sustainable options:**
 - Refer to the ASCP [Sustainable Swag Guide](#)
 - Request that items don't come wrapped in plastic
 - Use non-themed decorations that can be re-used for other occasions. Choose party favors such as reusable mugs, recycled pens, or eco-fabric T-shirts.
- o **[Provide information and maps](#) for attendees transportation:**
 - Provide perks such as a RTD or B/cycle pass to attendees
 - Advertise and encourage carpool or bike-to-event options.
- o **Invitations/marketing materials:**
 - Request paper that is at least 30 percent post-consumer recycled content, ask for soy-based inks, recycle overruns.
- o **Reference [Certifiably Green Denver](#)**

During an event:

- o **Bring your own reusable water bottle, and offer eco-products/compostable cups to guests.**
- o **Provide [waste diversion signage](#) and educate volunteers and guests.**

After an event:

- o **Donate leftover food by utilizing local programs such as The Share Meals App (launching Spring 2020)**
- o **Hire the ASCP for a waste/recycling/compost report on your event, especially if you're pursuing a Certifiably Green event.**