



## Greening Events at Stanford

Thank you for participating in the Cardinal Green Event Program at Stanford. From small departmental meetings to large-scale campus community gatherings, Stanford hosts hundreds of events throughout the year. Implementing green practices at these events, no matter the size, can help reduce our waste, conserve resources, and set an example across campus by engaging the community in Stanford's commitment to sustainability.

In 2015, the university revised its [Cardinal Green Event Guidelines](#) which contains the importance of this practice as well as helpful tools for us to make it happen. The Guideline contains a planning checklist, which we have found to be the most useful tool for schools and departments to date. We recommend the use of the planning checklist as a guiding and tracking tool for your next green event.

Office of Sustainability provides free consultation to campus departments planning large and small events. To learn more, email [becardinalgreen@stanford.edu](mailto:becardinalgreen@stanford.edu).

Thank you for your participation.

Stanford University Office of Sustainability

# Cardinal Green Event Planning Checklist

## How to Plan a Green Event

- Contact the Office of Sustainability at [becardinalgreen@stanford.edu](mailto:becardinalgreen@stanford.edu) to schedule a free Cardinal Green Event consultation
- Develop an event plan
- Request approval from department leadership for additional budget, as needed
- Confirm vendors and resources
- Prepare a budget, taking into consideration any cost changes
- Prepare for and host event
- Share event outcomes with Office of Sustainability

## Outreach and Communications

- Utilize electronic communication resources instead of paper communications for invitations, registration, event programs, handouts, and follow up event emails
- Notify event attendees, exhibitors, and speakers of Stanford's green event standards through pre-event emails and event signage
- Utilize responsible printing techniques when printing is necessary:
  - Design reusable print materials, avoiding one-time dates and slogans
  - Utilize double-sided printing for promotional materials and handouts
  - Use recycled paper and soy-based inks for offset printing
  - Print banners and signage on sustainable materials and/or on materials that can be reused
  - Reduce print size on all materials from full page to half and quarter sheets

## Food Choices and Catering

- Offer vegetarian and vegan food choices to all attendees as part of the main menu
- Serve dishes with seasonal, local, and organic ingredients
- Serve only cage-free, free-range, or humanely raised meats and dairy
- Serve fish that comes from sustainable fish supplies
- Serve only fair trade coffee, teas, bananas, and chocolate
- Serve beverages in bulk containers using reusable or compostable glasses
- Serve meals buffet style with foods that don't require utensils or individual packaging
- Only offer reusable or BPI Certified compostable plates, glasses, cutlery, stir sticks, platters, and serving materials
- Choose a catering group that supports your sustainability goals
- Donate leftover food to local organizations



## Reducing Waste

- Utilize reusable, recyclable, or compostable decorations and centerpieces
- Distribute environmentally conscious giveaways or gifts
- Collect nametag holders at the end of the event to be reused
- Order recycling at the event through PSSI
- Order composting at the event through PSSI
- Promote recycling and composting at the event through clear signage and announcements
- Place bins in high-traffic areas during the entire event, including set up and take down
- Properly label waste bins using signage available in the [Cardinal Green Events Resource Library](#)
- Utilize volunteers to help direct attendees to recycle and compost

## Event Transportation and Accommodations

- Recommend nearby hotels served by transit
- Schedule event outside of peak commute times
- Include information about sustainable transportation options on your website and in pre-event emails
  - Bay Area transit to and from airports
  - Stanford Marguerite and charter services
  - Bicycle (including bicycle valet parking)
  - Parking (contact P&TS to arrange for parking)
  - Zipcar and Enterprise Rent-A-Car at Stanford

## Small Meetings

- When possible, examine alternatives to face-to-face meetings
- Utilize telephone or BlueJeans conference services
- Minimize printing of materials by emailing information prior to meeting
- Use locally-owned catering that offers sustainable options for smaller groups
- Order recycling and composting service from PSSI, or dispose of waste in building's compost bin

## Exhibits, Expos

- Require a "pack-in, pack-out" policy with exhibitors
- Ask that only reusable promotional giveaway items are distributed
- Encourage vendors to reduce paper handouts
- Ensure paper recycling and film plastics recycling are available for vendor areas
- Only provide tablecloths upon request

## Need help planning your event?

Office of Sustainability provides free consultation to campus departments planning events of any size.

Contact us at:  
[becardinalgreen@stanford.edu](mailto:becardinalgreen@stanford.edu)