

# Office of Sustainability Green Events Guide



Keene State College has adopted ambitious sustainability goals for 2020 and beyond, and you can help us reach them! The Green Events Guide was created to provide easy ways to 'green' your event, and help KSC to reduce our waste, save more resources, and promote a culture of sustainability on campus. Start with these helpful tips below, and contact us for more information on how to get your event certified as a Green Event, and for a full list of Green Event Guide suggestions!

## Food and Beverages:

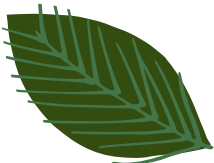
- Source local and/or organic food whenever possible
- Choose to offer plant-based, vegan or vegetarian food whenever possible
- If you do serve meat, chose poultry over beef
- Do not offer any single-use plastic beverage bottles, instead offer pitchers of water and water bottle refilling stations (dependent on COVID-19 safety guidelines)
- Select reusable plates, cups, cutlery and other materials for your event. If that is not possible, use compostable wares. Work with Chartwells or other caterers to avoid throw-aways (dependent on COVID-19 safety guidelines)
- Work with Chartwells or other caterers to select the right amount of food for your event to avoid food waste
- Unwrap and serve as you go: Only serve the food you can use. Wrapped leftovers can be donated to others, but once they are unwrapped, the food must go in the compost.

## Waste Management:

- Offer recycling and composting at your event - contact Matt Bacon, Recycling Coordinator at [Matthew.Bacon@keene.edu](mailto:Matthew.Bacon@keene.edu) or 603-358-2567
- Send only digital invitations and/or announcements of your event, and provide all event materials digitally in advance, preventing the need for printed materials
- Avoid single-use plastic decorations and balloons, and limit event giveaways unless they are good for the earth (e.g., seeds to plant, reusable water bottles)

## Other:

- Offer an 'all-digital' option for event participation, avoiding the need for participants to drive or fly in order to participate
- Turn off lights and electronics when not in use, and keep event space temperature settings at reasonable levels
- Share with event staff and participants that you have taken steps to 'green' your event, and why that is important!



Questions? Want to learn more? Contact Caitlin Holden,  
Sustainability Engagement Coordinator at [caitlin.holden@keene.edu](mailto:caitlin.holden@keene.edu)