



**Penn**  
Sustainability

# GREEN EVENTS GUIDE



# GENERAL TIPS

## WHAT MAKES AN EVENT GREEN?

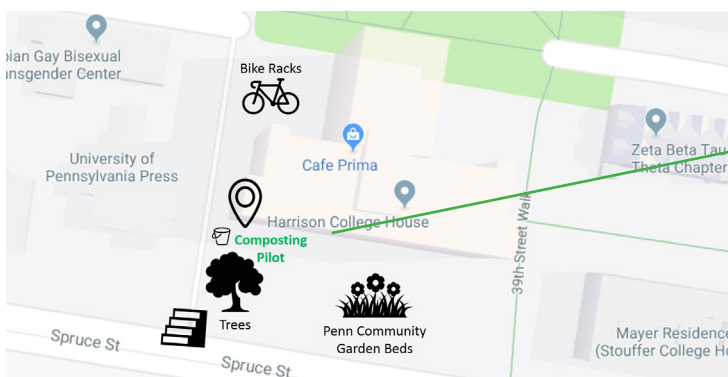
- Reducing energy use and greenhouse gas emissions
- Minimizing waste
- Effectively communicating how your event is reducing its environmental impacts

## TOP WAYS TO REDUCE IMPACT

- Avoid paper invitations, agendas, and other printed documents
- Use large pitchers or carafes for drinks, rather than providing individually bottled drinks
- Provide reusable utensils, mugs, etc., or encourage guests to bring their own
- Serve mostly vegetarian food with vegan (plant-based) options. Consider locally grown and organic options to further reduce the carbon footprint of your event
- Opt for a buffet-style meal to cut down on packaging waste
- Serve condiments in bulk instead of in single-serving packets
- Recycle and compost as much as possible

## COMPOSTING POLICY

- At your event, post waste signage on the wall directly above the bins. Make sure your bins and signs are color coded to [university standards](#)
- Collect food waste from your event (all food except meat and bones can be composted)
- Bring collected food scraps to the compost bins found in the Penn Garden located behind Harrison College House
- **Note:** We do not accept meat, bones, or large amounts of oils in the compost stream. We also do not accept plastic-lined paper products or biodegradable/compostable plastic products. As paper plates are not accepted by our compost vendor, we recommend using plastic plates to be recycled after use.



Map of compost bins located behind Harrison College House



# CHECKLIST: SMALL MEETINGS OR EVENTS

## LOCATION

- Host event outside or in a room with good natural lighting to minimize electricity consumption
- Minimize excess travel by providing ability for attendees to participate remotely

## MATERIALS

- Use electronic invitations and reminders
- Provide electronic access to presentations and meeting agendas for the event (if necessary)

## FOOD

- Select a caterer with sustainable practices like incorporating local and/or organic food, and provides vegetarian and vegan options
- Ask attendees to bring their own plates, utensils, cups, etc
- Ask caterer not to provide disposable wares
- Ensure that any disposables used are recyclable plastic
- Request pitchers or carafes for drinks, rather than individually bottled drinks
- Request bulk containers for items like salad dressings and condiments
- Try not to over-order food
- Remind individuals ahead of time to bring containers to take any leftover food home
- Utilize the [Free Food at Penn](#) Facebook group after event

## WASTE

- Indicate where each item can be disposed of prior to or during the meal
- Ensure recycling bins are in the room for any recyclable plates, utensils, cups, etc.
- Provide a compost container to collect compostable materials throughout the event
- Drop off compost at the compost bins in the Penn Garden behind Harrison College House
- Event space features signage that indicates what can be [recycled](#), [composted](#), and [landfilled](#)
- Download and print the color-coded signage from the [FRES website](#)



# CHECKLIST: LARGE EVENTS

## LOCATION

- Host an event outside or in a room with good natural lighting to minimize electricity consumption
- Choose a location that is accessible via public transit, bike, or on foot
- Choose a location that is accessible via bike that has ample bike racks near the event site by checking our campus [bike rack map](#)
- Provide a video call-in option for remote participants

## MATERIALS

- Send out event invitations and reminders electronically
- Advertise the event digitally through email listservs and social media
- If printed materials are needed, use recycled-content paper and print double-sided
- If using decorations, prioritize reusable decorations such as washable tablecloths, potted plants, etc
- Promotional giveaways should be durable, and purposeful (reusable mugs, reusable bags, or plants)
- Collect and reuse name tag holders

## FOOD

- Select a caterer who uses sustainable practices like incorporating local and/or organic food and provides a good selection of vegetarian options
- Provide mostly vegetarian food
- Avoid red meat, unsustainably sourced seafood, or other choices that contribute significantly to greenhouse gas emissions
- Serve hors d'oeuvres that do not require utensils, and use napkins in place of plates for finger foods
- Make sure any disposables used are recyclable (plates, utensils, cups, etc.)
- Request pitchers or carafes for drinks, rather than individually bottled drinks
- Request bulk containers for items like salad dressings and condiments
- Try not to over-order food
- Remind individuals ahead of time to bring containers to take leftover food home with them



## WASTE

- Indicate where each item can be disposed prior to or during the meal
- Ensure recycling bins are in the room for any recyclable plates, utensils, cups, etc.
- Provide a compost container to collect materials throughout the event
- Drop off compost at the compost bins found in the Penn Garden located behind Harrison College House
- Event space features signage that shows guests what can be [recycled](#), [composted](#), and [landfilled](#)
- Download and print the color-coded signage from the [FRES website](#)
- For especially large events, recruit volunteers to monitor bins in order to prevent contamination
- Brief all volunteers prior to the event about the eco-friendly aspects of the event
- Station volunteers by bins to help educate attendees on how to sort their waste properly



# OTHER RESOURCES



Reduced Waste



Locally Sourced



Veg(etari)an Friendly



100% Plant-Based

## LIST OF RECOMMENDED CATERERS

### 12th Street Catering\*

3312 Spring Garden St, Philadelphia, PA 19104  
215-386-8595



### Blackbird Pizzeria

614 N 2nd St, Philadelphia, PA 19123  
267-324-5224



### Bon Appétit\*

3417 Spruce St, Philadelphia, PA 19104  
215-848-2463



### Catering By Design\*

18 W Hortter St, Philadelphia, PA 19119  
215-849-8494



### Day By Day\*

2101 Sansom St, Philadelphia, PA 19103  
215-564-5540



### Dottie's Donuts

4529 Springfield Ave, Philadelphia, PA 19143  
215-662-0379



### Feast Your Eyes\*

1750 N Front St, Philadelphia, PA 19122  
215-634-300



### Hip City Veg\*

214 S 40th Street, Philadelphia, PA 19104  
267-244-4342



### Honest Tom's Plant Based Taco Shop

261 S 44th St, Philadelphia, PA 19104  
267-838-2119



\* Indicates Caterers Approved by Penn Purchasing Services

# OTHER RESOURCES



Reduced Waste



Locally Sourced



Veg(etari)an Friendly



100% Plant-Based

## LIST OF RECOMMENDED CATERERS

### Honeygrow

3731 Walnut St, Philadelphia, PA 19104  
215-222-0400



### Hummus Grill\*

3931 Walnut St, Philadelphia, PA 19104  
215-222-5300



### Hungry\*

1-888-8HUNGRY  
hello@tryhungry.com



### Little Baby's Ice Cream\*

3401 Walnut St, Philadelphia, PA 19104  
267-687-8567



### Philadelphia Catering Company\*

2019 S 26th St, Philadelphia, PA 19145  
215-468-0518



### Pure Fare\*

119 S 21 St, Philadelphia, PA 19103  
267-318-7441



### Schmear It\*

3601 Market Street, Philadelphia, PA 19104  
215-792-3892



### Simply Good Jars\*

310 S 48th St, Philadelphia, PA 19143  
267-714-4382



### Whole Foods\*

215-557-0015 or 215-733-9788  
[www.wholefoodsmarket.com/onlineordering](http://www.wholefoodsmarket.com/onlineordering)



\* Indicates Caterers Approved by Penn Purchasing Services



## SIGNAGE

We recommend posting signs on the wall directly above the bins. Make sure your bins and signs are color coded to university standards.

## [RECYCLING](#)

## [COMPOST](#)

## [LANDFILL](#)

For more information or details regarding other types of waste, visit the Facilities and Real Estate Services Waste Management and Recycling page.

For any additional questions, please contact [sustainability@upenn.edu](mailto:sustainability@upenn.edu).

