

Sustainable Event Planning Checklist

Prepared by students in the DePauw Sustainability Leadership Program, Spring 2019

VENUE

- Choose a location with natural light and an appropriate space for the size of your group to reduce energy consumption.
- If presenting material, go paperless and utilize a facility with tech options.
- Pick a central location that can be reached by walking, biking, or public transport.
- Choose a location that is welcoming, inclusive, and accessible to all students.

ADVERTISING

- Promote the event through paperless options: social media, campus computer screens, and Campus Labs.
- Advertise on WGRE and D3TV.
- If flyers or posters are used, print on recycled paper or print smaller versions so multiple copies fit on each page.

CONTENT

- At least two of the three pillars of sustainability (Equity, Environmental, and Economic) are addressed at the event.
- Ensure the pricing of the event is equitable.
- The event is inclusive for all identities, abilities, diets, and social classes.
- Sustainable decisions are considered for event logistics. Communicate these reasons intentionally with the entire planning group.

FOOD

- Prioritize local food vendors.
- Require RSVPs in order to plan for the number of attendees. If RSVPs are not required, plan conservatively and provide food first-come, first-served.
- Reduce waste from utensils, plates, and food packaging. Rent reusable items whenever possible.
- Encourage guests to bring their own water bottle, mug, plates, and silverware.

WASTE

- Plan for proper food waste and materials disposal.
- Provide recycling and compost bins and educate guests on proper disposal.
- Use RSVP numbers to inform accurate estimate of materials needed.
- Plan for reusing or recycling decorations, as needed. Buy in bulk to decrease packaging.
- If cutlery or dishes must be disposed of, choose compostable or biodegradable options.



Ullem Campus Farm
and Center for Sustainability

Check out our full planning guide at depauw.edu/offices/sustainability.

Questions? Email sustainability@depauw.edu!