

# SUSTAINABLE EVENT PLANNING GUIDELINES AND TIPS



## ROOM AND SPACE SELECTION



- [Choose a space](#) that meets your event's needs with minimal modifications.
- Select a room with natural lighting if the event will be held during daylight hours.

## FOOD AND DRINK



[Contact Under the Oaks Catering](#) to learn about current options.

- Let meat play a supporting role; pursue plant-forward menus.
- Ask for organic, local options when possible.

## TRANSPORTATION



- Encourage guests to carpool, if applicable.
- For off-campus events, request shuttle services from [Transportation & Parking Services](#).

## GIVEAWAYS



- Provide experiences over gifts or favors if possible; if not, limit giveaways to useful, durable items, and prioritize items made from post-consumer recycled content. Use our "Sustainable Swag" purchasing guide for assistance.

If ordering t-shirts or related items:

- Prioritize cotton that is organic, recycled, and/or locally-grown or print on shirts made from post-consumer recycled content. TS Designs and Recover Brands have many high-quality options.
- Ask for printing to be done with non-toxic, water-based inks.

## MAINTENANCE



- If anything seems amiss (temperature control, plumbing, lighting, etc.) in the event space at any point before, during, or after your event, notify Facilities & Campus Services immediately (336-758-4255).

## COMPOSTING AND RECYCLING



- Complete the [Zero-Landfill Event Planning Checklist](#).

**WE'RE HERE TO HELP!**

Contact the [WFU Office of Sustainability](#) for guidance or assistance: [sustainability@wfu.edu](mailto:sustainability@wfu.edu) / 336-758-3328