



SUSTAINABLE EVENT PLANNING TIPS

CATERING



- **Pursue plant-forward menus.** Our campus caterer, Under the Oaks Catering, offers creative and delicious menu items that are less resource intensive – and more cost effective. Ask for third-party certified, plant-forward options for your event.
- **Get a headcount and decide on the right amount of food to serve.** Understanding how many people you will host can help reduce food waste. If you aren't requesting registered responses, use previous years' attendance as a guide to make your best, informed prediction. If you don't have attendance data, start keeping records this year to make ordering even easier next year.
- **Keep reusable to-go containers at the ready.** Bring containers for any uneaten food or request take-out containers from catering.

EVENT SUPPLIES



- **Try reusing what you have, or borrowing decorations from others before buying new.** If you have to order new, select items that can be reused next year (e.g. avoid printing dates!).
- **Use reusable tablecloths instead of disposable ones.** This is an easy way to keep plastic out of the landfill. And it looks nice, too!

MERCH/SWAG



- **Avoid providing gifts or favors if possible; if not, limit giveaways to useful, durable items.**
- **Consider offering an experience instead of a tangible item.**
- If you decide to order any merch or swag:
 - **Prioritize any items containing post-consumer recycled content.** Extend the lifecycle of material inputs by supporting circular processes.
 - **Request minimal packaging.** Many providers offer the option of consolidating purchases to minimize shipping waste.
 - **Consider a drawing instead of a giveaway.** Avoid ordering in excess and create an air of excitement around a smaller number of items for your guests.

LAST, BUT NOT LEAST....

- **Go Deacs and have fun!** Share what you're doing with your attendees using helpful signage, reminders, and celebratory announcements.

Contact the Office of Sustainability for further guidance at sustainability@wfu.edu