

- **Recycle please!** If you must have bottles and cans at your event, please request that recycling containers be placed in the event space and encourage guests to use them.

The Big Event

- **Local saves!** Consider hiring local speakers and performers for your event. Not only will this save money, but it will reduce CO2 from reduced transportation.
- **Public transportation.** Provide information about public transportation with your invitations. NJIT is easily accessible via rail and bus.

Décor & After-Party

- **Go Greenery!** Plants make a nice and inexpensive centerpiece and can be given away or used again. Cut flowers in a reusable vase are also an option.
- **Bag the balloons.** Balloons end up in landfills and endanger wildlife. Unless you are using biodegradable balloons (like the Campus Center), please consider other decorative options.
- **Reduce, reuse, recycle.** Décor is important to setting the tone for your event. Consider purchasing items that can be reused, buy only what you really need, and recycle what you can.

Printed on recycled paper. Please recycle.

Best Sustainable Practices Guide for Events



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It's Easy Being Green!



Tips for Greening Your Events

Sustainability is the ability to meet our needs without compromising future generations from meeting theirs by conserving resources. By following the sustainable tips below, you can create events that are better for the environment and your budget.

Invitations & Advertisements

Cut the Paper Trail: By eliminating paper you'll reduce CO₂, save natural resources and money.

- Use electronic media such as personal email invitations, NJIT Pipeline announcements and distribution lists.
- Put your event on Facebook, invite "friends" and keep track of RSVPs.
- Instead of handouts, gather email addresses and send guests the info with a link to a website or a file. Gathering emails also allows you to invite these guests to future events.

Go Recycled: If paper is a must,

- keep copies to a minimum, print double sided, reduce margins, use recycled paper, and re-use interoffice envelopes. Add "*Printed on recycled paper. Please recycle*" to your advertisements as a reminder.
- create a few large posters which will get more attention and conserve more paper than lots of little flyers.
- consider advertising in *The Vector* (vector@njit.edu) which is printed on recycled paper.
- don't forget to recycle your used printer ink cartridges in the Campus Center.

Attendance & Set-Up

- **Guess who's coming?** To avoid wasting food and money, consider the realistic number of guests you expect to attend. Look at the NJIT University Calendar to see other events that are occurring at the same time that may draw from your audience (i.e. common exams, speakers, large events). For repeat events, look at previous years numbers and plan accordingly.
- **Set the stage.** Your room set-up can influence the sustainability and cost of your event. For example, instead of lunch with tables/chairs and linens, consider row seating with a reception to follow. Ask for recycling containers to be placed in the room. Turn out the lights after the event.
- **Take the stairs.** Thoughtful placement of directional signs to your event can encourage guests to take the stairs instead of the elevators, thus saving energy.

Food & Beverages

NJIT's Gourmet Dining Services is committed to working with you to green your event.



- **Do you really need food?** While food is a nice addition to an event, it is often not the main purpose. If guests will only attend your event for the food, you may want to examine the relevance and/or timing of the event.
- **Dinner is not served:** Consider having less food at your event by serving coffee & desserts or refreshments after the event. Not everyone will stay for the food. You'll use and waste less food and save money.

- **Think vegetarian and/or organic:** Meat production uses a lot of natural resources and contributes to CO₂ emissions. Vegetarian and/or organic options are healthier for the planet and your guests, and you'll help reduce dietary restrictions. Local & seasonal fruits & vegetables are often fresher, less expensive and require less transportation thus saving CO₂.
- **Reduce the throw-aways:** When possible, use reusable plates, cups, utensils and table clothes. There may be an added cost, but the event will look professional and help reduce waste.
- **Say Yes to biodegradable!** GDS can provide you with biodegradable cups, plates, and utensils for your event, often at no additional charge.
- **Avoid containers:** All those little containers of cream, sugar packets and ketchup add up to a lot of waste. Request carafes of milk, sugar bowls, metal spoons and large reusable containers.
- **Ditch the bottles & cans:** Why pay for bottled water when it's free from the tap? Ask for pitchers of water (add a twist of lemon for a nice effect) and paper or reusable cups. Ask for pitchers or large containers of soda or other beverages, which is often less expensive than individual bottles/cans and will reduce waste.



Meet Rufus!
The NJIT
Campus Center's
Go Green Initiative
mascot.