



Our World Is In Your Hands

What Can Your Organization Do?

Before The Event:

- Advertise electronically with Facebook, the Weekly Buzz, Weekend Highlights and your group's website to reduce/eliminate paper use.
- If using flyers, print fewer than 25 copies per event.
- Print flyers and posters on recycled paper (contact the Copy Center in advance so they can order the paper in time for your event).
- Print double-sided for any handouts.
- Host an outdoor event (when possible) to save electricity and enjoy the Rochester weather.
- If the event is off-campus, use public transportation or organize a carpool (visit <http://www.rochester.edu/parking/carpool.html> for information about carpooling and the Rideshare program).

Catering:

- Use reusable plates, silverware, etc. instead of disposable ones.
 - Use cloth tablecloths and napkins or napkins made from recycled paper.
 - Use sugar bowls and salt & pepper shakers in place of individual wrapped condiments.
 - Discuss with Dining Services options for locally produced, organic food menus, as well as vegetarian options.
 - Serve appetizers and finger foods to eliminate the use of utensils.
 - Use Fair Trade coffees and teas.
 - Serve water in pitchers and coolers instead of disposable bottles.
- *Dining Services will work with you to make your event as sustainable as possible; contact Dan Fernandes, the Director of Catering at dfernandes@ur.rochester.edu for more information.

During The Event:

- Provide clearly labeled recycling bins next to each trash bin (contact Recycling Coordinator Amy Kadrie at amy.kadrie@rochester.edu).
- Advertise your efforts to make your event more sustainable during the event!

After The Event:

- Donate leftover food/supplies to roommates, friends, etc.
- Save and reuse decorations for future events.
- Turn off lights when you leave the room.

*For more sustainability ideas and advice, contact Megan DeWitt, the SA Sustainability Coordinator at megan.dewitt@rochester.edu.



GREEN!

Learn More Sustainability
Tips On thehive

<http://sa.rochester.edu/sa/sustainability>