# Sustainable Alumni Event Menu

## PLACE SETTINGS
- Re-usable cups, plates, napkins, tableware & serving trays and utensils
- Compostable cups, napkins, plates, & tableware (if you can compost)
- Recyclable cups, napkins, plates, and tableware

## FOOD & BEVERAGE
- Hire an eco-friendly caterer who composes, uses local ingredients, etc.
- All vegetarian/vegan
- All food sourced from within 300 miles
- Some locally sourced/seasonal food and veggie options
- Guests indicate food preferences in advance to reduce waste
- Reduced packaging in all F&B

## COMMUNICATIONS & MESSAGING
- Events use only electronic communications
- Printed handouts and brochures limited to only those necessary
- Any printing done on recycled paper & double-sided and printed with eco-friendly inks
- Message green features at event [use our posters or create your own]

## BEVERAGE SERVICE
- Drinks offered in pitchers or dispensers (avoid bottles)
- Make coffee on site; don’t use individual creamers
- Offer fair trade/organic tea, coffee and wine

## TRANSPORTATION
- Offer group bus
- Facilitate carpooling
- Bicycle or transit-friendly location

## WASTE
- Zero-waste event! [All food, soiled paper & tableware composted]
- All plastics, glass, metal & paper recycled

## FOLLOW UP!
- Fill out our follow-up survey and send us an email at [yalebluegreen@gmail.com](mailto:yalebluegreen@gmail.com) to let us know how your event went!
Resource Guide and Tips for Green Events

ZERO-WASTE EVENT PLANNING
If you can’t find a specialist, ask your caterer about eco-friendly options.
• WasteLessLiving.com

PLACE SETTINGS & DECORATIONS
Look for decorations that can be re-used; avoid confetti and plastic-based decorations, and consider using live plants instead of cut flowers or balloons
Napkins:
• Yale logo recycled napkins available. Contact YBG for costs and ordering.
Party goods:
• SustyParty.com
Compostables:
• Worldcentric.org

FOOD & BEVERAGE
Yale’s Office of Sustainability is a great resource for tips: sustainability.yale.edu/green-event-certification/additional-resources/catering
Vegetarian Food Locator Websites:
• HappyCow.net
• VegDining.com
So Cal Resources
• GreenTruckOnTheGo.com
• EcoCaterers.com
• GreenLeafChopShop.com
• UrbanGreenLA.com
NYC/DC/Boston
• EcoCaterers.com (DC)

PRINTING & E-INVITES
Evites
• PaperlessPost.com
• EventBrite.com
• Evite.com
Printed Materials
• InviteSite.com
• PlanItGreenPrinting.com
• GoGreenPrinting.com
• GreenAmerica.org

WASTE
Paper and food should be composted! Make sure all compostables are BPI certified and are composted in a commercially-operated facility nearby. Get a waste diversion report from the operator.
• FindAComposter.com
• WasteLessLiving.com (LA)
• SustainableWorks.org (LA)
• StopWaste.org (N.CA)
• GoodGreenGraces.squarespace.com (SF)
• EcoCycle.org (CO)

ENERGY OFFSETS
Offset your energy usage with the Yale Community Carbon Fund:
http://ycf.sustainability.yale.edu

YBG WOULD LIKE TO THANK
The Yale Office of Sustainability and Waste Less Living and its Founder and CEO Christine Lenches-Hinkel for their help in creating this guide.
For more information go to www.WasteLessLiving.com!