

# Small Event Checklist

Although every action listed below may not be relevant to your event, please consider the following actions when planning.

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## Venue

- ◇ Reserve a space on the campus where most people are located
- ◇ Minimize waste and divert from the landfill
  - ◇ Avoid one-time use and give-away items
  - ◇ Avoid printed agendas, program booklets, and provide information electronically
  - ◇ Ensure the space has recycling and landfill bins prior to the event
- ◇ Turn off all lights, computers, projectors, and electronics when not in use

## Food and Beverage

- ◇ Request an RSVP to better estimate number of attendees
- ◇ Serve pitchers of tap water with reusable or compostable cups
- ◇ Use vegetarian or vegan options to reduce the amount of meat served
- ◇ Order seasonal and local foods
- ◇ Order fair-trade coffees, teas, and chocolates
- ◇ Serve buffet style; no individual packets of chips, condiments, etc.
- ◇ Donate leftover, unserved food when possible

## Composting

- ◇ Request a composting bin from Events services if you are going to be serving food

## Communications

- ◇ Distribute agendas and handouts electronically
- ◇ Print double-sided for items that *must* be printed
- ◇ Use whiteboards or chalkboards as opposed to paper flipcharts
- ◇ Ask for feedback on your green efforts!

## Transportation

- ◇ Consider video or teleconferencing when necessary
- ◇ Encourage use of public transit or the Loyola shuttle

Have questions? Want more information? Email [sustainability@loyola.edu](mailto:sustainability@loyola.edu)