

Sustainable Catering Checklist

Food and Drink

- ☐ Offer organic, shade grown, fair trade coffee and tea.
- ☐ Prioritize organic and locally grown produce.
- ☐ If serving meat or fish, offer free range and naturally raised meats, or sustainably harvested fish.
- ☐ Explore opportunities to donate leftover food to a food bank or shelter, or compost what cannot be donated.
- ☐ Review [U-M's Sustainable Food Purchasing Guidelines](#).

Utensils and Containers

- ☐ Use reusable dishes, cups and silverware.
- ☐ If plastic plates and trays must be used, collect, wash and reuse them for future events.
- ☐ Pour filtered or tap water from pitchers instead of offering bottled water.
- ☐ Use bulk containers for condiments rather than individual sized servings.
- ☐ Avoid cardboard and plastic boxed meals.
- ☐ Recycle all paper, cans, glass, plastic and aluminum.

Decorations

- ☐ Use reusable table cloths and napkins.
- ☐ Decorate with live plants, or local flowers.
- ☐ Donate flower arrangements or plants after use.
- ☐ Select materials that can be used again rather for a single event. One way to do this is to remove specific references on signs such as year.
- ☐ Provide information to guests about the sustainable practices being taken at the event.

