

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.

