The Sustainable Campus Initiative is working towards making FSU a more sustainable campus. With over 600 Recognized Student Organizations and hundreds of events, students can have a large impact minimizing our impact on resources. This guide provides ideas and resources to consider while planning your event.

**SELECTING A VENUE**

- Hold events and meetings during times people are generally on campus so they don’t have to travel to and from campus more than once a day.
- Consider holding events in locations and at times in which you can capitalize on natural lighting.
- Choose locations that are conveniently located for those you anticipate will attend the event.

**TRANSPORTATION**

- Encourage participants to carpool to the event. Post a ride-share page on your event website or utilize ZimRide (http://www.zimride.com/fsu/). Carpooling saves on energy and helps with parking issues for on-campus events.
- Choose locations that are convenient for public transportation. Bus service around Tallahassee is FREE with your FSU ID.
- Use on-campus caterers to reduce gasoline use during delivery.

**CATERING & FOOD**

- Ask food vendors and caterers to use durable serving ware. If china and silverware are not available, disposable products should be biodegradable (paper, corn-based, wheat-based, etc.).
  - Seminole Dining/ Aramark has a list of environmentally friendly products. Contact Seminole Dining for availability, 850-644-7509.
- Eliminate excess food packaging. Avoid box lunches, condiment packets, flatware packets. Instead, serve in large serving containers/buffet style.
- Offer snacks that are served in bulk (not individually packaged). Trail mix, whole fruit, cheese, crackers, bagels, etc.
Ask vendors to consider options made from local ingredients and vegetarian options. Both help limit impact of food production on the environment.

Avoid using plastic bottles- ask caterers to provide drinks in large bowls with ice or self serve drink stations. Ask people to bring their drink containers through advertising to best utilize this option.

Serve bite-size or finger foods. These items require no utensils.

Use cloth napkins and tablecloths for meals or unbleached, recycled content paper napkins.

To be sure vendors comply with earth-friendly requests. Consider including such language in event contracts.

To avoid excess waste, accurately estimate attendance when guaranteeing catering orders.

PUBLICIZING YOUR EVENT

Consider online versions of newspapers, organizational newsletters, and radio to help publicize your event, or pre-existing print editions rather than creating your own.

Publicize your event via e-mail, Listservs, websites, and Facebook.

Print only the correct number of fliers/posters needed for campus bulletin boards. Visit http://posting.fsu.edu for more information.

Avoid passing out “handouts” to people walking around campus.

Use postcard formats for invitations, thank you cards, or other mailed announcements. It cuts down on paper use. Don’t forget to use material that is made from post-consumer content. Online formats such as Evite or emailing a .pdf version are also great alternatives.

Visit FSU’s online RSO Handbook for additional information on how to publicize your event online. http://union.fsu.edu/sac/sos/

Reduce or eliminate the amount of disposable promo items you hand out or consider switching to reusable items, such as water bottles.

BRINGING YOUR VISION TO LIFE

DURING THE EVENT

During the event, post only a few copies of important event information in public areas to avoid making photocopies for each event participant.

Encourage speakers/facilitators to prepare PowerPoint presentations instead of using handouts.

If handouts are required, print material on both sides of paper. Don’t forget to use material that is made from post-consumer content.

If attendees would like copies of specific handouts or transcripts, provide these via e-mail or post on event website.

Use reusable plastic name badge holders. Collect them at the end of the event for reuse. (Adhesive-backed disposable name badges cannot be recycled or reused).

WASTE MANAGEMENT & RECYCLING

Recycling bins are on limited supply. CLEARLY LABEL your own cardboard box or any type of bin to collect recycling items. There are recycling bins, six packs, located outside the Oglesby Union and around campus where recycling can be disposed of properly.

For larger events that require large recycling receptacles contact FSU Solid Waste & Recycling at 850-644-6919.

Place recycling containers next to trash receptacles for easy accessibility.

During event announcements, remind participants what and where to recycle.
Donate excess food to local food banks and shelters.
  o Don’t forget to check with Second Harvest and the Homeless Coalition to see what their policies are about packaged/prepared food donations before recommending this option. They may have some food safety concerns.
  o Second Harvest - 4016 NW Passage, Tallahassee, FL (850) 562-3033
  o Big Bend Homeless Coalition - 2729 W. Pensacola Street, Tallahassee, FL (850) 576-5566

DECORATING
  o For centerpieces and other event decorations, use objects and materials that can be used again for various settings. Holiday decorations can be particularly difficult to re-use.
  o If centerpieces or decoration items are not reusable, consider donating them to a local charity.
  o Avoid cut flowers. Potted plants will give the same ambiance and plus you can give them away as parting gifts.

TIPS FOR MEETINGS & PAPERWORK
  o Use dry-erase boards instead of flip charts.
  o Use google docs or other programs to share documents electronically for editing.
  o Consider using the form-building resources in http://studentgroups.fsu.edu to build online forms, registration materials, and applications. All forms can be submitted and reviewed online by anyone you would like to add (just as long as they have an FSU ID). For more information or training, contact the Student Activities Center Event Planning staff.
  o For applications or other materials that a large group may need to review, send electronic copies out in advance for review and then project them on a screen at meetings for people to see instead of making lots of copies.

OTHER TIPS
  o For larger events, consider putting together a recycling team. It’s a big task when you have a lot of people, plus it’s a great way to engage others in your planning.
  o DON’T FORGET TO TURN OFF THE LIGHTS when the event/meeting is over.
  o Make sure all electronics are turned off.

RESOURCES

FSU Event Planning and Permits: 644-6673
http://union.fsu.edu/sac/eventplanning/

FSU Sustainable Campus: 645-0395
http://sustainablecampus.fsu.edu/

Publicity:
http://union.fsu.edu/sac/sos/

Catering from Aramark/Seminole Dining: 644-7509

FSU Transportation Services: 644-5278
http://parking.fsu.edu/

FSU Solid Waste and Recycling: 644-6919

Some material contained in this guide is adapted from the Duke University Green Event Planning Guide.