

How to: Planning Sustainable Events at Emory

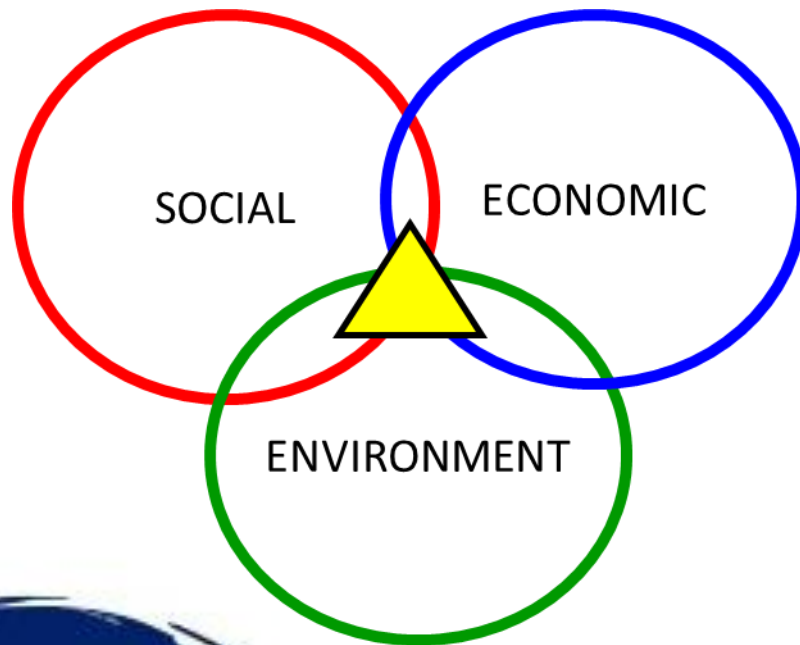


*Akelia Hypolite & Taylor Spicer
Office of Sustainability Initiatives
February 27, 2020*

EMORY



What is sustainability for Emory?



Reflects the **Quality of Life** in a **Community**, measuring how **economic, social, and environmental** systems provide **healthy, productive and meaningful** life for all community residents, **present and future**

EMORY



How do events fit into this?

- Enterprise-wide goals
 - All university **events will be zero municipal landfill waste** by 2025.
 - All university functions will be **plastic bottle free** to the extent possible by 2025.
 - Expand **sustainable and local food purchases in catered events** for all units by 2025.
 - On academic campuses, **divert 95%** of construction and non-construction **waste** (except regulated lab and medical waste) from municipal landfills.
 - **Reduce Emory's total greenhouse gas emissions** by 45% by 2030 and achieve net zero emissions by 2050, using 2010 levels as baseline.

EMORY



How do events fit into this?

- Planning

- Sustainable Events Checklist!
- Location
- Catering
 - Sourcing
 - Plant-forward menu
 - No Styrofoam! No extra utensils
- Plates, Cups, Utensils
- Waste Diversion
 - Recycling/Composting bins
 - Glass bin through work order
- Waste Reduction
 - Reusable decorations
 - Bulk beverages & condiments
 - Guests register to reduce food waste
 - Departmental reusable event items?

- Day-of

- Sustainable event planning promotion/announcement
- Attendees
 - Provide sustainable commute information
 - Provide a teleconference option when possible
- Waste sorting
 - Remove/cover unneeded bins
 - volunteers for big events
- Reduce energy use

- Follow-up

- Food recovery
- Save reusable serviceware
- Sort catering waste

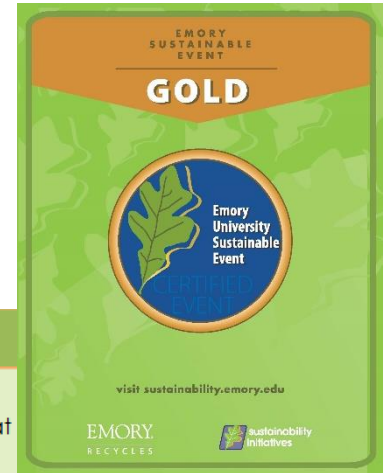
- Outcomes

- Contribute to enterprise sustainability goals
- Receive OSI recognition
- Entered into a raffle



Planning: Sustainable Events Checklist

- Zero-Landfill Waste
- Gold



ZERO LANDFILL WASTE: For our event, we agree to . . .

Eliminate polystyrene (Styrofoam).

- ✓ Event planner will work with vendors and event team to ensure Styrofoam will not be used in any way and that compostable or recyclable alternatives are available.

✿ Polystyrene is not accepted in Emory's recycling stream, meaning it ends up in landfills that negatively impact the property values and quality of life of local communities, and release greenhouse gases. Polystyrene is a petroleum-based plastic, making it resource intensive and taking hundreds of years to biodegrade ([Earth Resource](#)).

Make recycling and composting bins available throughout the event space.

- ✓ Event planner will ensure event space already has adequate recycling and composting bins and, if not, contact [Emory Campus Services Special Events](#) to coordinate delivery and setup of recycling and composting bins.

✿ Every year, Americans throw away enough paper and plastic cups, forks, and spoons to circle the equator 300 times ([Earth911](#)). Keeping waste out of trash cans helps Emory get closer to its goal of diverting 65% of waste from the landfill by 2015.

Order no additional trash cans for the event. Hide, cover, or label existing trash cans to be repurposed as recycling or composting bins. Clearly label recycling and composting bins and place in locations where they will be easily used.

- ✓ Event planner will indicate through a work order to [Emory Campus Services Special Events](#) not to deliver trash cans with recycling or composting bins. He/she will plan the event space accordingly to assure that trash cans are out of sight and recycling/composting stations conveniently placed.

✿ Through Emory's expanded recycling and composting capacity, the need for trash cans is virtually eliminated (except for Styrofoam). Studies have shown that in institutional settings, the simple act of placing recycling bins in convenient locations greatly increases the amount recycled ([Ludwig et al., 1998](#)).

Planning: Sustainable Event Catering Vendors

EMORY | CATERING

AMERICATOGO



zoës KITCHEN™
FRESH MADE MEDITERRANEAN



EMORY



Planning: Sustainable Event Catering with ATG



Emory prohibits the use of Styrofoam packaging or serviceware with any food delivery or at any on-campus event. In order to be listed on Emory Express, caterers are required to comply with this policy.

- If any Emory Express caterer delivers an order or completes an on-campus event with Styrofoam packaging, please contact America To Go Customer Service.



Zero Waste Designations

America to Go has added a Zero Landfill Waste filter under Cuisines and an icon (as seen on left) for restaurants and caterers that:

- Utilize 100% compostable packaging and serviceware for food deliveries and catered events. Compostable packaging and serviceware includes paper or plant-based products;
- Ensure all other catering items are recyclable in Emory's recycling stream; and
- Ensure all boxed meals comply with the above requirements, including eliminating the use of individual condiment packets.

Dietary Preferences

Sustainable events should include meat-free items and options for gluten avoidance. Users can now utilize the Items search bar to search across menus to find the following on caterer's menus:

- Vegetarian
- Vegan
- Gluten-free

EMORY



Sample Menu



- ❖ Sandwich/salad
 - Buffalo cauliflower wrap
 - Grilled veggies w/ spicy chickpeas wrap or the portobello caprese
 - Thai salad (add tofu)
- ❖ Choice of side salad
 - soup of the day
 - potato salad
- ❖ House-made chips
- ❖ choice of house-made cookies or brownies
- ❖ Fresh brewed iced tea & iced water display

EMORY



Sample Menu

ZOËS KITCHEN™
FRESH MADE MEDITERRANEAN

- ❖ Soup
 - Lentil Soup
- ❖ Salad w/ pita bread
 - Small Greek salad – cheese on the side
- ❖ Entrée
 - Small Cauliflower Rice Bowl—cheese on the side
- ❖ Dessert
 - Chocolate chip cookie (not gluten-free or vegan)
- ❖ Drink
 - Fresh limeade or BYO water

EMORY



Day-of & Follow-up: Waste Sorting



LANDFILL

NOTHING goes here except food-grade Styrofoam.

Please Recycle.

COMPOST

All food, food-soiled paper, napkins, paper food or beverage containers, biodegradable serviceware

PLASTICS & METALS

Metal cans, foil, plastic bottles, snack wrappers, plastic bags & wrap, most office supplies

MIXED PAPER

Newspapers, magazines, folders, colored paper, small cardboard, paperboard materials

WHITE PAPER

Copy and printer paper ONLY



Questions? Tips?

Sustainable Events Certification -
<https://sustainability.emory.edu/programs/sustainable-events-at-emory/>

Akelia Hypolite – Akelia.Hypolite@emory.edu

Taylor Spicer – tspicer@emory.edu

EMORY



Day-of: Sustainable Commute Information

Carpool

Eligibility

Ride Matching

Carpool Programs and Incentives

Vanpool

Eligibility

Join An Existing Vanpool

Forming a Vanpool

Ride Matching

Incentives and Responsibilities

Park-and-Ride

Eligibility and Incentives

Emory Shuttles

Public Transit

Eligibility and Incentives

Transit Subsidy

Bike / Walk / Drop-off

Commute Alternative Program

Welcome to Emory's Transportation Services site. We work closely with the Clifton Corridor Transportation Management Association (CCTMA) and Georgia Commute Options to offer programs and incentives that help to make your commute easier. Please review this site to find information about Emory's Cliff shuttle system and other commute programs.



Interested in a commute alternative (carpool/vanpool/bike/walk/public transit)? We'll be happy to help you figure out your best options. Just fill out this [Custom Commute Planning form](#).

Already have a commute alternative in mind?(carpool/vanpool/bike/walk/public transit)? [Complete and submit this form to register](#).

Graduate students [register here for commute incentives](#).

Quick Links: [Shuttles](#) | [Carpool](#) | [Vanpool](#) | [Public Transit](#) | [Bike/Walk](#) | [Incentives](#) | [Enterprise CarShare](#)

Carpool Emory's carpooling program is designed to reduce traffic congestion and parking demand at the main campus on Clifton Road. Emory works with [Georgia Commute Options](#) to offer carpool incentives, provide ongoing support and information, and assist employees and students in obtaining ride match lists.

Visit the [Carpool page](#) for more information about programs and incentives.

Electric Vehicle Charging

Located beneath the Clairmont Tower on the Clairmont campus. [More info here...](#)

Enterprise CarShare at Emory

We are very pleased with our continuing partnership with Enterprise CarShare. This partnership provides Emory students, employees, and departments with a convenient and flexible method of transportation.

We're pleased to offer this service in support of our Commute Alternative Program (CAP) members who might need a vehicle during the workday for errands, appointments or off-campus meetings. Find out more at <http://www.enterprise-carshare.com/emory>.



Emory's Cliff Shuttle System

<http://transportation.emory.edu/commute/index.html>

EM



Day-of: Teleconferencing Information



EMORY



<https://emory.zoom.us/>