



### Sustainable Events Guidance Document

#	Item Description	Justification
<b>1.0</b>	<b>Zero Landfill Waste</b> <b>*All three of these actions are mandatory for your event to be considered for Sustainable Event certification!</b>	
	Eliminate plastic bags, plastic straws and Styrofoam in accordance with City of Atlanta Ordinance 19-O-1418.	The World Health Organization (WHO) categorizes <a href="#">polystyrene</a> as a probable carcinogen. Researchers estimate that polystyrene may take <a href="#">500 years to biodegrade</a> . Emory does not have the ability to divert polystyrene from landfills, and the material must be landfilled.
	Make recycling and composting bins available throughout the event space.	People in the U.S. throw away an average of <a href="#">4.9 pounds of solids</a> per person, per day. Emory has <a href="#">committed</a> to composting, recycling, or reusing at least 95% of food waste, non-hazardous animal bedding, and construction materials by 2025.
	Avoid ordering additional landfill bins for the event. Hide, cover, or label existing landfill bins to be repurposed as recycling or composting bins.	The need for landfill bins is virtually eliminated through Emory's <a href="#">recycling and composting</a> capacity.
<b>2.0</b>	<b>Waste Minimization</b> <b>For our event, we agree to...</b>	
	Serve tap water with reusable, recyclable, or compostable cups. No bottled water will be served at the event.	The EPA estimates that only <a href="#">29.1% of plastic bottles</a> are recycled. Plastic water bottles take over <a href="#">450 years</a> to fully decompose. Consider using filtration systems like water filters instead of packaged bottles and gallons.
	Encourage guests prior to the event to bring their own refillable bottles and/or mugs.	It is estimated that <a href="#">2.5 billion</a> single-use coffee cups are discarded globally every year. This equates to a staggering <a href="#">5000 cups every minute</a> . To combat this problem, request guests to bring their own bottles/mugs.

	<p>Make sure all event staff, including caterers, are knowledgeable about how to recycle and compost and are instructed to separate recyclable and compostable materials into the appropriate containers.</p>	<p>It is important to have event staff who are knowledgeable about how to properly sort waste on Emory’s campus! Emory’s waste system is different than anywhere else because of the waste vendors who service our waste. <a href="#">Here</a> is an informative video on waste sorting, and <a href="#">here</a> is more information on our volunteer, peer education program open to all University affiliates, the Zero Waste Ambassador Program.</p>
	<p>Use reusable plates, cups, bowls, serving containers, and cutlery. Use compostable, paper, or plastic items only if disposables are needed. No Styrofoam or unnecessary single-use plastic!</p>	<p>Plastic utensils are the <a href="#">7th most collected item</a> in waste collections. Using reusable items can be a great way to reduce waste from your event and can make for great conversation and awareness-raising!</p>
	<p>Minimize give-away items.</p>	<p>Please minimize give-away items to avoid excess waste and reduce costs. The best branded items to hand out at an event are those that are reusable—not one use. Consider giving away reusable water bottles, reusable bags, or reusable utensils from ethical sources. <a href="#">Here</a> is a memo with more information.</p>
	<p>Minimize paper use.</p>	<p>Approximately <a href="#">1 billion trees</a> worth of paper is wasted EVERY year. Utilizing electronic sources like Canva, Evite, and other websites can help you creatively and colorfully express your event details without any waste!</p>
	<p>Use sustainable paper options for necessary paper use.</p>	<p>100% post-consumer waste paper generates less solid waste and fewer emissions and avoids using virgin wood. <a href="#">FSC-Certified</a> products ensure water quality protection, prohibit old-growth forest harvesting and hazardous chemicals, and engage local communities. Tree-free paper is made from the residues of other products, such as sugar cane production, which would otherwise be burned or landfilled.</p>
	<p>Minimize waste related to single-use name tags.</p>	<p>Reusable name tags are a great long-term sustainable solution.</p>
	<p>Minimize waste from marketing materials.</p>	<p>Out of all <a href="#">manufacturing subsectors</a>, paper production consumes the third largest amount of energy. Help reduce this energy consumption with electronic, laminated, or reusable plastic flyers.</p>
	<p>When shopping for your event, use reusable bags or containers instead of</p>	<p>The fossil carbon required to manufacture 14 plastic bags <a href="#">would fuel a passenger car for 1 mile.</a></p>

	single-use plastic bags.	
	In addition to event planners, ensure that attendees are aware of zero waste efforts and the actions they should undertake to assist in these.	You can learn more about Emory’s zero-waste efforts by <a href="#">visiting our website.</a>
	Look through Emory’s Food Security Resource Document for a list of initiatives and organizations that can help those at Emory facing food insecurity.	<a href="#">Emory's Food Security Resource Document can be viewed here</a>
<b>3.0</b>	<b>Date Accessibility For our event we agree to...</b>	
	Check the date of religious holidays or Sabbaths.	Please contact the <a href="#">Office of Spiritual and Religious Life</a> for guidance on religious observances. Event planners can check a <a href="#">calendar of world religions</a> to assess whether participants can eat during the time of their event or if they are fasting. In addition, the event planner checked to see if the holiday includes specific food restrictions.
	Check the date and time of the event with a religious calendar to determine if the food served will be accessible for all attendees.	Please contact the <a href="#">Office of Spiritual and Religious Life</a> for guidance on religious observances.
<b>4.0</b>	<b>Location For our event we agree to...</b>	
	Use natural light as much as possible instead of indoor lighting.	Utilizing natural lighting increases energy efficiency and reduces climate impact, while also improving the indoor environment and sense of well-being of occupants.
	Switch off and unplug all indoor lighting, A/V equipment, and electronics when not in use.	A vampire load is the amount of energy an appliance uses while in "standby" mode or switched "off" while still plugged in and can account for a large amount of a building's energy consumption.
<b>5.0</b>	<b>Food/Floral/Decor For our event, we agree to...</b>	
	Minimize waste by choosing reusable or	Balloons contribute to a shortage of <a href="#">helium</a> , a nonrenewable resource. When balloons are released, they pollute the land or waterways and are

	recyclable event decor, rather than disposable.	<u>hazardous</u> to animal populations. Reusable decorations extend the life of the resource inputs and can serve dual purposes. For example, beeswax candles or potted plants can liven up event tables and be used as give-away items.
	Choose flowers that are local, organic, or certified sustainably and/or ethically grown.	The cut-flower industry grows many flowers in developing countries. Companies that don't have environmental/ethical certification <a href="#">may overexploit water and land resources</a> and risk workers' health due to pesticide exposure and low wages.
	Guarantee food service areas, food, and dishes are accessible to those with mobility impairments.	The <a href="#">Department of Accessibility Services</a> advises that 36” ensures food service areas are accessible to individuals who use wheelchairs for mobility or those with other types of mobility impairments.
	Ensure water fountains are accessible.	Water fountains are accessible to those with mobility impairments or arrangements have been made with the caterers to assist people with these needs and requests. Also, a water station is available to guests unable to access the water fountains.
	Minimize food waste by requiring attendees to register for meals (rather than just showing up).	Having an attendee headcount improves accuracy in food estimates, thus reducing potential waste.
	Ask registrants to indicate if they have any accommodation needs.	Guests with disabilities should not have to go out of their way at an event to request access to something that other guests are enjoying without barriers, when it is something that can be avoided by preliminarily asking the guest at registration and planning for it. Please contact the <a href="#">Department of Accessibility Services</a> for more information on accessibility at Emory.
	Offer only/ majority vegetarian and vegan options, if serving food.	The current livestock production system accounts for <a href="#">36%</a> of US methane emissions, one of the most potent greenhouse gases. Producing 1 kilogram of beef protein requires <a href="#">twice as much water and over thirty-five times more greenhouse gas emissions</a> than producing 1 kilogram of protein from beans.
	Incorporate local and/or sustainable food into the menu and specify on any signage (menu cards, buffet markers, etc.)	Sustainably grown food supports environmental health, worker welfare and wages, and farm viability, in addition to improved nutrition. Purchasing locally grown or raised food supports the local agricultural economy and allows for attendees to eat more according to what is locally, seasonally available. Signs serve as visual cues to remind us to incorporate sustainable behaviors into our day-to-day lives and help attendees with dietary restrictions or preferences make informed food selections, which can help reduce wasted food.

	Accommodate food allergies and dietary needs/restrictions.	Event planners ask guests if they have food allergies or other dietary needs/restrictions prior to the event and take the appropriate steps to accommodate dietary needs.
	Clearly mark all the food with ingredients and dietary information.	All foods will be clearly marked with ingredients and/or to indicate if they are vegan, Kosher, gluten-free, dairy-free, and/or nut-free.
	Provide Fair Trade coffee and tea, if refreshments are being served.	<a href="#">Fair trade certification</a> improves incomes and working conditions of small farmers and gives these individuals the tools to improve their quality of life.
	Minimize material waste by serving condiments, sauces, and spreads in bulk rather than individual packets.	Bulk dispensing containers can be refilled, thus reducing packaging waste. Individual condiment packets that are still full contaminate the recycling stream. Therefore, bulk options are best.
	Repurpose unopened or packaged leftover food or goods.	Rotting food in landfills is a significant source of methane, a potent greenhouse gas. U.S. landfills collected <a href="#">35 million tons of food waste</a> in 2018. Having a food recovery plan can help you feed more people, not landfills.
<b>6.0</b>	<b>Travel For our event, we agree to...</b>	
	Encourage attendees to use sustainable commute options for all events, and/or <i>proactively</i> arrange carpooling for internal events.	<a href="#">Sustainable commute options</a> contribute to reduced traffic congestion and emissions. Biking and walking improve personal health, and public transportation/carpooling can encourage community building and provide opportunities for social networking. Carpooling decongests roads, saves money, and can save time where there are HOV lanes.
	Reduce commute miles by offering a virtual presence.	Out-of-town guests and speakers use a lot of energy in transport—one roundtrip economy class flight from New York to Atlanta emits <a href="#">0.24 metric tons</a> of carbon dioxide per person, which are the same emissions as driving a typical passenger vehicle nearly <a href="#">600 miles</a> .
	Reduce commute miles by recommending local accommodations to overnight guests accessible by public transit.	Accommodations that are close to campus cut down on transport time and encourage guests to engage in the community and learn more about the local area.
<b>7.0</b>	<b>Education For our event, we agree to...</b>	
	Announce sustainable event features to attendees during the event,	Announcing event features makes guests more observant of sustainable actions and behaviors, and explaining recycling and composting gives guests clarity and allows them to act efficiently both during the event and in the future.

	including an explanation of how to recycle and compost.	
	Share sustainable event features with other event planners and colleagues to encourage others to plan sustainable events.	Sharing experiences is critical for marketing new behaviors and purchases; <u>74% of online consumers say they learn about new products from ratings and reviews.</u>
7.3	Assign volunteers or representatives to recycling/composting stations to assist guests with proper disposal.	Having educated station attendants shows your commitment to sustainability and provides guests with an understanding of recycling and composting that they can apply throughout campus in the future. If you need assistance with training event volunteers, please email <a href="mailto:emorysustainability@emory.edu">emorysustainability@emory.edu</a> .
<b>8.0</b>	<b>Innovation Action</b>	
	Encourage innovative ideas from fellow event planners.	