



## Ohio Union Sustainable Meeting & Event Planning Guidelines

As a way the Ohio Union is furthering Ohio State's commitment to sustainability, the Union has developed these guidelines aimed to reduce the environmental impact of meetings and events planned in the building or other campus locations.

These guidelines, although not an exhaustive list, provide a set of best practices that we hope you find useful to "green" your event.

### **Transportation:**

- The Ohio Union is near public transportation and has ample bicycle storage, and pedestrian friendly routes between event venue, hotels, and other activities. Encourage and incentivize the use of these economically-friendly transportation options.
- Ask the Ohio Union staff about shuttling options from local hotels or different areas of campus.
- Provide a shuttle to and from lodging to the Ohio Union to cut down on individual travel by car or taxi cab.

### **Food:**

- Work with the catering staff to encourage the user of locally grown products or organic ingredients.
- Request that all condiments be provided in bulk containers rather than individually.
- Request pitchers of water with glasses rather than bottled water to produce less waste.
- Use reusable flatware, glassware, and utensils rather than disposable. If you must use disposable, biodegradable serviceware is available through Ohio Union catering.
- Ask attendees to sign up for the meals that they will attend to cut down on food waste.
- Offer vegetarian meal options, as vegetables consume less land and energy to produce.

### **Waste Management:**

- Ask the Ohio Union about their pulping process of leftover food and beverage waste.
- Ask the Ohio Union to make sure All-in-One recycling bins are available in your event or meeting space and encourage attendees to use responsibly. (Note: biodegradable garbage bags are in all Ohio Union trash and recycling bins.)

- If nametags are created, collect the reusable portions, such as plastic covers and neck strings, to be utilized again.

**Materials:**

- Choose reusable and sustainable centerpieces and other decorations such as live plants and silk flowers that could either be stored to use again or that could be given to attendees to take home and plant.
- Provide event materials online prior to the event so that attendees can print them out if they would like but do not have to, which would save on wasted paper. When providing these materials is necessary, print double-sided, using soy or vegetable inks when available and recycled paper.
- Use cloth tablecloths and napkins, if possible. Paper napkins made of 100% recycled material are available through Ohio Union catering.

**Sustainable Event Communication**

- Offer electronic registration.
- Ask presenters to offer their presentations and information online rather than paper handouts.
- Communicate your sustainability efforts (i.e. recycling, materials use, etc.) whenever possible in verbal and or written form such as display signage.

For more information or resources contact the Ohio Union Event Services at (614) 292-5200