



Green Event Guidelines

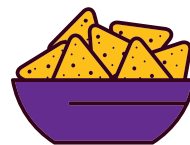
Food

- Encourage attendees to bring their own reusable mugs and water bottles.
- Beverages can be served in coolers or pitchers instead of single-use plastic bottles.



- Prioritize vegan and vegetarian options or entire meals. This is more ecological friendly and sometimes cheaper.
- Purchase from local restaurants or catering services instead of national chains.
- Serve healthy snacks like apples, oranges, grapes, or a vegetable platter.

- Serve sauces, condiments, chips, seasoning, and other items in bulk instead of individual packages.
- Serve food buffet-style or in platters instead of individually boxed meals.
- Use recycled paper, compostable, or better yet, reusable dinnerware. ECU's catering services provides chinaware plates, cups, and utensils upon request for an added fee.



- Develop a plan to donate leftover, unserved food to a local food bank or send it home with your attendees.
- Donate any leftover and unopened packages of food (snacks, chips, nonperishable items) to the [Purple Pantry](#).

Waste Reduction

- Ensure recycling bins are provided in the event space. If bins are needed, please contact recycle@ecu.edu.
- Compost services are available to divert food waste (e.g., fruits, vegetables, coffee grounds, tea bags, and napkins) from the landfill. Please contact sustain@ecu.edu for more information.
- Have recycle, trash, and compost (if provided) bins in the same area with clear instructions/signs for proper disposal.



- Utilize digital communications, such as email blasts, websites, and social media, to publicize your event. Use Qualtrics, Google Docs, and e-vites to manage registrations.
- If printing is necessary, print on 100% recycled paper.
- Instead of printing handouts for presentations, pass around a sign-in sheet and email them to attendees afterwards.

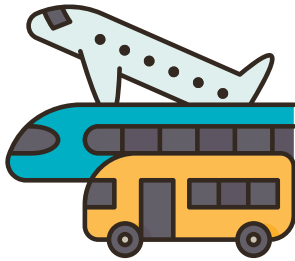
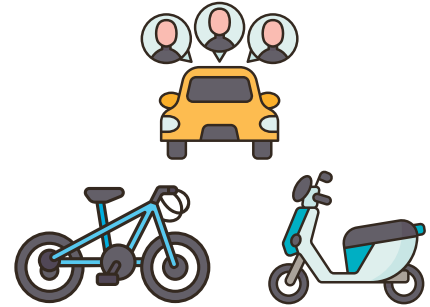
- Decorate with items that can be reused for other events OR taken home with guests as favors like small potted succulent plants, stacks of old books, etc.
- Hosting events outdoors can minimize energy consumption. The Brewster Courtyard or similar areas outside Main Campus Student Center and Health Sciences Campus Student Center are available to reserve on 25Live.



- Avoid printing dates on posters, banners, merch, etc. so that it can be reused annually.
- Hand out Magnetic Nametag Holders, collect them, and reuse them in other events: [Staples Magnetic Badge Holders](#)
- Use and re-use table tents for smaller events (tabling, workshops, etc.): [Trainers Warehouse Dry-Erase Table Tents](#)
- Sustainable giveaways:
 - [Eco Branders](#)
 - [Promo Leaf](#)
 - [Ethical Swag](#)

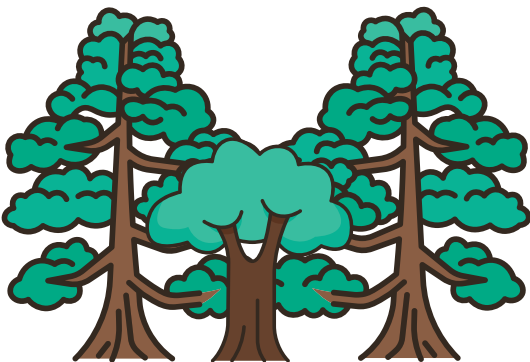
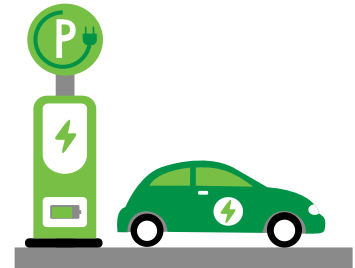
Transportation

- Promote alternate transportation to events (biking, walking, carpooling, etc.).
- Inform attendees that bike racks are located across both Main and Health Sciences Campus and outside of most buildings.



- Utilize ECU's charter bus service which can bus attendees from one area to another.
- ECU transit provides free, pre-scheduled rides for PGV Airport. Attendees can pay for shuttles to/from RDU, Wilson Amtrak, and Rocky Mount Amtrak.

- Both Main Campus and Health Sciences Campus Student Centers, Life Sciences and Biotechnology Building, Brody School of Medicine, Austin/Rivers/Speight Buildings, and the Belk Building have electric vehicle (EV) charging stations right outside so please provide this information to attendees.



- Try to highlight local speakers, reducing travel emissions and costs.
- Give attendees the option to purchase carbon credits during registration to offset greenhouse gas (GHG) emissions associated with their travel to and from your event:
 - Carbon Direct
 - One Tribe
 - Terrapass

Share Your Success

- Inform all attendees about the sustainability goals of your event and ask for their participation.
 - Example Goal: Over 40% of our guests use sustainable transportation to the event!
- Labeling, signage, and verbal announcements should be used at the event to highlight the sustainability features.
 - Examples:
 - This location was chosen for its accessibility by sustainable modes of transportation.
 - Why no Styrofoam? Styrofoam is commonly provided for single-use containers, but once at the landfill, it never decomposes!
 - Where are my composted leftovers going? ECU partners with Terra Bella Compost to manage food waste, right here in Greenville.
 - Why a vegetarian option? Meatless meals are less energy intensive to produce!
- After the event, share the sustainability successes you had during your event with attendees via social media!
 - Examples:
 - Our event reduced paper waste through online registration and digital programs!
 - Our event donated 50 pounds of leftover food to the local community!
 - We offset the carbon emissions from our keynote speaker's flight!
 - We said NO to bottled water during our event!

Facebook



Instagram



Website



Newsletter

