



# Sustainable event checklist

Your guide to planning events that people and the planet will enjoy.



## Pre-event

### Consider the waste

Identify types of waste your event and vendor will produce and provide waste stations: [cfo.asu.edu/recycle](http://cfo.asu.edu/recycle)

- ☐ Calculate one waste station per 50 attendees. Each station includes a **compost, landfill and recycle bin**.
- ☐ Check if the venue provides bins or if you must request them.
- ☐ Confirm that compost service is available at your venue:
  - **Downtown Phoenix campus:** Student Center at the Post Office
  - **Tempe campus:** Memorial Union and Student Pavilion
  - **Polytechnic campus:** Student Union
  - **West Valley campus:** University Center
- ☐ Contact Moving and Event Services to order compost services for other event sites: [cfo.asu.edu/moving-event-services](http://cfo.asu.edu/moving-event-services)
- ☐ Verify the venue has waste bin signage.

### Catering

- ☐ Check out [sundevilhospitality.asu.edu/catering](http://sundevilhospitality.asu.edu/catering) for sustainable menu options.
- ☐ Offer plant-forward and locally sourced foods.
- ☐ Provide certified Fair Trade, Rainforest Alliance or USDA Organic beverages.
- ☐ Request a zero-waste event if your event is not located in a student union.
- ☐ Serve food buffet style rather than boxed lunches.

### Event supplies

- ☐ Avoid plastic foam products.
- ☐ Decorate with borrowed, rented or secondhand items: [events-inventory.engineering.asu.edu](http://events-inventory.engineering.asu.edu)
- ☐ Order sustainable swag from fair labor vendors: [www.asu.edu/purchasing/forms/sustainable-promotional-materials-toolkit.pdf](http://www.asu.edu/purchasing/forms/sustainable-promotional-materials-toolkit.pdf)
- ☐ Request minimal and sustainable vendor packaging.
- ☐ Use evergreen promotional materials — avoid items with dates and times so you can reuse them.

### Communications and marketing

- ☐ Encourage sustainable transit, such as biking, carpooling or public transportation.
- ☐ Inform attendees about the event's sustainability goals.
- ☐ Remind attendees to bring reusables like water bottles and utensils.
- ☐ Use electronic promotional methods instead of printed materials. If you must print, use Forest Stewardship Council-certified paper of at least 30% post-consumer recycled content.

### Vendor expectations

- ☐ Ask vendors if their products are reusable, compostable, recyclable or made from recycled materials.
- ☐ Ensure vendors align with sustainability certifications like Fair Trade, ECOLOGO, Green Seal, etc.
- ☐ Provide vendors with a list of recyclable items and prohibit non-sustainable materials.
- ☐ Require vendors to take back soft plastics and other waste.
- ☐ Review the Sustainable Purchasing Guidelines: [www.asu.edu/purchasing/forms/sustainability-purchasing-guidelines.pdf](http://www.asu.edu/purchasing/forms/sustainability-purchasing-guidelines.pdf)
- ☐ Send the vendor agreement to establish sustainability expectations: [www.asu.edu/fm/zerowaste/ASU-ZW-event-vendor-agreement.pdf](http://www.asu.edu/fm/zerowaste/ASU-ZW-event-vendor-agreement.pdf)

### Volunteers

- ☐ Email [recycle-q@asu.edu](mailto:recycle-q@asu.edu) for training materials.
- ☐ Determine if you need bin monitors to help with waste diversion.
- ☐ Train staff on proper waste sorting and responsibilities.



**Tip:** Enroll in the Sustainability Recognition Program and get recognized for each event you plan: [cfo.asu.edu/sustainability-recognition-program](http://cfo.asu.edu/sustainability-recognition-program)

### During the event

- ☐ Announce your event's sustainability goals at the beginning of the event.
- ☐ Ensure volunteers actively monitor bins and provide guidance.
- ☐ Go over proper waste sorting procedures.
- ☐ Label and correctly place all waste bins.

### Post-event

- ☐ Collect name tags and badges for reuse.
- ☐ Meet with staff, vendors and volunteers to discuss successes and ways to improve.



Visit [cfo.asu.edu/sustainable-purchasing](http://cfo.asu.edu/sustainable-purchasing) for more information and resources.



Email [usp@asu.edu](mailto:usp@asu.edu) with questions and to share successful events.

**To be a Sun Devil  
is to be sustainable.**

