

Silver Leaf Sustainable Event Guide

Introduction:

Welcome to the Silver Leaf Sustainable Event Guide! This guide is here to help you make your event more sustainable. To use this guide simply go through each of the checkboxes and check all those that you will do to make your event more sustainable. If you need suggestions or clarification on how to complete any of these tasks, please check the next page for help.

Feel free to contact the Silver Leaf team at sgsilverleaf@gmail.com. Thank you so much for helping make Georgia Tech more sustainable!

Before the Event:

- Appoint a “sustainability manager” for this event
- Reserve recycling bins
- Event is promoted digitally

During the Event:

- No Styrofoam
- No plastic water bottles
- No individually wrapped food packages
- Reusable or compostable tableware
- Recycled paper is used for napkins
- Serve fruits and vegetables that are in season
- Paperless event
- Paper, if used, is printed double-sided
- Event is held outdoors
- Event is hosted in high-performing (LEED Certified) building
- Giveaways are eco-friendly:
 - Reusable tote bags, water bottles, cups, etc.
 - Coupons or gift-cards
 - Tickets to events or places
- Recycling facts are posted near recycling bins

After the Event:

- Little or no food waste
- Compost food waste
- Share sustainable event guide with other organizations
- Send a follow-up email to Silver Leaf team (optional)

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When	Guidelines	Suggestions
Before the event	Appoint a sustainability manager	This person will be in charge of filling out the form, reviewing this guide, and ensuring the event meets the Silver Leaf standards
	Reserve recycling bins for the event	http://www.recycle.gatech.edu/silverleaf/index.php
	Event is digitally promoted	https://studentcenter.gatech.edu/resources/advertise/Pages/default.aspx
During the event	No Styrofoam or plastic water bottles	Use compostable or reusable containers and coolers with cups or reusable water bottles
	No individually wrapped food packages	Serve food in bulk
	Reusable or compostable tableware	Encourage guests to bring their own tableware or purchase sets that can be reused
	Locally purchased food	Use farmers' markets or the Atlanta Community Food Bank. Also check out http://www.localharvest.org/
	Serve entirely vegetarian or vegan food	The carbon footprint of meat is much higher than that of non-meat foods. Also, a vegetarian menu is more inclusive of different people.
	No paper or only recycled paper is used at event	Used napkins and paper made from post-consumer recycled paper, or try to avoid paper altogether. If paper is used, please use both sides
	Event is hosted outdoors	http://www.space.gatech.edu/eventscheduling/assets/OutdoorSpaceGuidelines.pdf
	Event is hosted in high-performing (LEED Certified) building	List here: http://sustain.gatech.edu/green-building
	Giveaways are eco-friendly	Suggestions include tote bags, mugs, food storage containers, reusable water bottles, tickets, coupons, or gift cards
	Post recycling facts near recycling bins	http://www.recycle.gatech.edu/recycling_services/Materials/Materials.php
After the event	Little or no food waste	Buy enough food for the expected attendance Save non-perishable food for later events
	Compost food if possible	Contact Students Organizing for Sustainability http://sos.gtorg.gatech.edu/
	Give feedback to the Silver Leaf team	Please email us telling us what you liked about this guide, what could be improved, and anything else you would like us to know!