

Meetings often create too much waste and use valuable resources.

You can protect the environment and your financial bottom line by adopting environmentally responsible strategies in several areas:

Zero Waste

- Offer electronic copies.*
- Provide reusable name badges.*
- Use white boards instead of flip charts.*
- Make signs generic and reusable.*
- Recycle paper, cardboard, glass, cans, and plastic bottles.
- Make sure recycling bins are numerous, well marked, and conveniently located.

Buying Refreshments

- Plan food service needs carefully to avoid waste.*
- Request organic and local products: baked goods, cheese, and fruit and vegetables.
- Avoid throwaways like straws, coffee stirrers, and water bottles.*
- Refuse excess and non-recyclable packaging.
- Choose fair trade, shade-grown organic coffee and tea.
- Request free-range chicken, eggs, and meat.

Serving Refreshments

- Ask participants to bring their own plates, cups, and cutlery.*
- Provide durable dishware, silverware, and serving dishes.*
- Purchase compostable dishware if durables are not possible.
- Serve water in pitchers.*

MORE INFORMATION

Keep asking for green meeting resources!



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Special accommodations:

If you need this publication in an alternate format, call the Solid Waste & Financial Assistance Program at 360-407-6900. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

- Provide half and half, creamer, sugar, and condiments in bulk rather than individual servings.*
- Serve buffet-style rather than boxed lunches.*
- Provide a bucket to collect food scraps.

Transportation

- Actively encourage people to carpool.*
- Make it easy to bike, walk, or use public transportation – email directions, bus routes, and maps.
- Provide secure bike parking.
- Provide recognition to people who commuted sustainably.
- Hold conference calls and webinars instead of traveling.
- Offer voluntary carbon off-set opportunities.

Gifts, Prizes, and Recognitions

- Give donations to a charity in the name of the person being recognized.
- Purchase gift certificates, tickets, or organic treats.
- Use minimal packaging.*
- Highlight any green features of the meeting venue.
- Decorate with what you already have.*
- Provide educational materials on greening your meeting.

After the Event

- Use only environmentally preferable cleaners.
- Donate edible perishable food. Food banks and soup kitchens have new abilities to collect prepared foods.
- Train cleanup crew to keep recyclable, compostable, and reusable items out of the trash.*

Celebrate Your Progress

- Track progress in all of these areas.
- Communicate environmental benefits and financial savings to participants and management.
- Ask participants for other ideas to green meetings.

*Provides cost savings as well as environmental benefits