

Sustainable Event Planning

HELPFUL BACKGROUND INFO

1. Events on campus build community for students and employees and are a welcome part of life at WCU.
2. West Chester University has event planning guidelines geared for students and the university community as a whole.
3. This info sheet covers ways to plan and hold events that reflect WCU's commitments to environmental, social, and economic sustainability.
4. Any catering on campus (contracts for over \$250) goes through Aramark's New Street Catering.
5. According to the USDA, 30-40% of our food supply is wasted. When selecting food, don't overorder, and plan ways attendees can take home leftovers.
6. WCU has 30+ flat screen televisions located in buildings across campus where you can submit a slide to promote your event.



CHECKLIST OF TO-DOS

- ☐ **Food:** Choose plant-based options for your main menu and have a plan for leftover food.
- ☐ **Waste / Recycling / Composting:** If possible, request china service from New Street Catering for \$7.99 per person instead of single-use disposables or avoid ordering foods that need plates and cutlery.
 - Use digital documents to share info in place of hard-copy handouts.
 - Provide compostable to go containers and post about leftover food on the Free Food GroupMe.
- ☐ **Swag:** Consider if giveaways are necessary. If swag is a priority, make it sustainable and useful. Avoid plastic items whenever possible, opt for natural fiber t-shirts and use digital gift cards.
- ☐ **Decorations:** Invest in decorations that can be reused and avoid anything that creates too much waste, like plastic confetti or helium balloons (helium is a non-renewable and scarce element).
- ☐ **Promotion:** Use electronic forms of communication, like digital signs or newsletters, and design yard signs that can be reused for recurring events.
- ☐ **Accessibility:** Consider the accessibility needs of your audience when choosing a location. Is it easily wheelchair accessible? Is video conferencing available?

FOR MORE INFORMATION AND HELP

Dining and Catering GOP Fact Sheet

Purchasing GOP Fact Sheet

Post-Landfill Action Network's Hierarchy of Swag

Reach out to the Green Office Program team at sustainability@wcupa.edu with other creative solutions!

