

# GREEN GUIDE

to

*Catering &  
Event Planning*





# About the Office of Sustainability

The Office of Sustainability works across campus to help Notre Dame achieve its strategic sustainability goals of *reducing emissions, conserving resources* and *increasing awareness*. Notre Dame recognizes its responsibility to conserve the natural environment while promoting long-term economic and social justice for all members of society and actively works to foster a pervasive focus on the connection between environmental stewardship and the Common Good.

## TABLE OF CONTENTS

Planning the Event	
Marketing/Communications.....	2
Location.....	2
Transportation.....	4
Food.....	4-6
During the Event	
Waste/Recycling.....	7
Energy use.....	8
Participant education.....	8
Post Event	
Clean up.....	8
Reporting.....	8
Green Event Certification Checklist.....	9

### Campus Sustainability Goals

- Reduce the University's carbon and other energy related emissions through conservation, efficiency, technology and optimization of fuel utilization and energy sources.
- Optimize resource utilization on campus with a focus on overall waste reduction and increasing reuse and recycling.
- Expand sustainability knowledge and understanding at Notre Dame through communication and outreach, with a particular focus on the connection between sustainability, Catholic Social Teaching and the Common Good.



# PLANNING THE EVENT

## Marketing & Communications

### Invitations and Decorations

- Go digital. Instead of using paper, send out invitations through email, telephone or social media.
- Create a website for the event and consider using online registration to limit paper use.
- Try using recycled paper and vegetable-based ink for any paper products needed.
- Choose reusable decorations. Avoid promotional products and decorations with dates on them; dateless decorations can be used again the following year.
- Instead of plastic table cloths, opt for washable fabric napkins and table cloths.
- Provide reusable name badges for attendees.

## Location

### Choosing a Location

- Hosting your meetings, luncheons and events on campus will reduce transportation impacts.
- When choosing a time and place for the event, consider spaces that allow for natural light and are energy efficient.
- Consider hosting your event in one

### Online invitation services



### On campus dining options

Café de Grasta

Legends

North and South Dining Halls

Reckers

Meeting space in LaFortune Student Center.

of Notre Dame's nine LEED certified buildings.

- If your event involves multiple locations, ensure that they are within walking distance of each other to limit car travel.
- Choose a centrally located venue depending on who your attendees are and how far they will be traveling for the event.

# NOTRE DAME'S 9 LEED CERTIFIED BUILDINGS



Geddes Hall  
65,000 GSF  
Administrative  
LEED Gold

2009



Ryan Hall  
72,000 GSF  
Residence Hall  
LEED Gold

2010



Innovation Park  
54,000 GSF  
Administrative  
LEED Silver



Purcell Pavilion  
47,000 GSF  
Athletics  
LEED Gold

2011



Stinson-Remick Hall  
163,500 GSF  
Administrative, Academic  
LEED Gold



Compton Family Ice Arena  
203,000 GSF  
Athletics  
LEED Silver

2013



Carole Sandner Hall  
29,550 GSF  
Administrative  
LEED Gold



Stayer Center for  
Executive Education  
55,000 GSF  
Academic  
LEED Silver

2015



Morris Inn Expansion  
29,550 GSF  
Hospitality  
LEED Gold

# Transportation

## Plan for Minimum Impact

- Encourage biking when weather and location permits.
- Publicize all options for public or alternative transit such as carpooling, biking or walking on the event website and marketing materials. Transpo schedules and routes can be found online
- Hire shuttles to transport participants to the event site if it's off campus.
- Consider making your event available as a webinar or video conference for those attendees who are not local.

## Food

### Appetizers and Snacks

- Choose finger-food appetizers that don't require utensils.
- If the appetizers are bite-size, offer napkins instead of plastic plates.
- Avoid individually packaged snacks and appetizers. Instead, serve food in bulk.



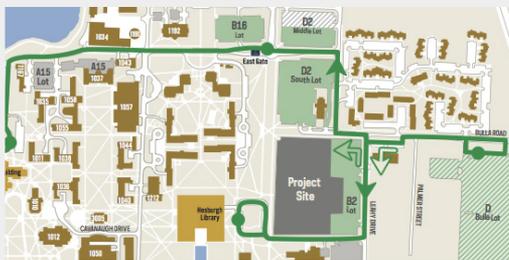
Notre Dame students, staff, and faculty have access to several Zip Cars across both the Notre Dame and St. Mary's campuses. Cars can be reserved by the hour or the day and insurance is included.



The Morris Inn maintains a bicycle station with bikes available for guests to use to get to meetings across campus or just go for a relaxing ride.

## Shuttle Routes

Notre Dame offers two shuttles around campus for use by all members of the campus community. Shuttles run every 15 minutes from 7:00am to 7:00pm.





# Food "Take-Aways"



- Choose a local caterer who offers local and vegetarian menu options and has reusable dishes available, such as University Catering.
- When placing an order, consider the amount of people who plan on attending the event in order to reduce food waste.
- Consider special dietary needs by asking attendees about any food preferences or dietary restrictions like vegetarian, vegan, gluten or dairy-free.
- Highlight your green dining efforts by using signage at food and beverage stations explaining what you have done to make their dining experience as green as possible.

Some examples include plates of cookies, fruit platters and bowls of pretzels.

## Vegetarian Choices

- Offer mainly vegetarian entrée options. Vegetarian meals reduce the amount of carbon and methane released and are often healthier meals.
- While it is not always possible to completely avoid meat products at events, serving chicken and turkey

instead of beef and offering fewer meat dishes will go a long way to improving the sustainability of your event.

## Sustainable Seafood

- If the event is catered, insist on seafood options that are Marine Stewardship Council certified to ensure that the fish species served are not endangered and suppliers do not have aquaculture practices that damage habitats.

## Locally Grown & Seasonal Products

- Purchase seasonal, local foods to eliminate the environmental damage caused by shipping food thousands of miles.
- Order root vegetable trays in the winter and limit your fresh

fruit selections to the summer, spring, and fall when possible.

- Notre Dame Food Services provides many seasonal, local food options. In fact, over 38% of their annual purchases are produced within 250 miles of Notre Dame.

## Coffee & Office Refreshments

- Order Fair Trade, Shade Grown coffee for daily office use and special events. Fair Trade coffee ensures farmers



From a carbon footprint perspective, chicken is 8 times better than beef and vegetarian dishes are 17 times better than chicken.

# 38%

of our annual food purchases are produced within 250 miles of Notre Dame.

receive a fair price for the coffee and ensures fair labor conditions. Shade grown coffee helps protect rainforests, particularly bird habitats, and requires fewer chemicals.

- NDFS & University Catering purchase Fair Trade and Direct Trade coffee from Intelligentsia and Green Mountain Coffee; both companies are committed to safe working conditions and fair wages.
- Buy drinks and snacks in bulk to avoid the extra packaging that comes with individually wrapped goods.
- Avoid using bottled water when possible. Instead, offer tap water in pitchers or bottled water dispensers to decrease plastic waste and save money.
- Encourage office members to use their own mugs rather than providing disposable cups.

### Dishware & Packaging

- Use reusable dishware whenever possible. For your next event, ask Food Services to bring reusable glass or china plates instead of the disposable plastic or paper dishware.
- Buffet lunches use less packaging and result in less waste than both bagged and boxed lunches.
- When constrained to bagged or



The Hotel Amenities Program at the Morris Inn collects unused soap, shampoo and lotion and donates it to the United Way. This program has become practice at nine other hotels in the local area.

# 1400lbs

of waste has been saved from landfills from Notre Dame's campus alone due to the Hotel Amenities Program

boxed lunches, choose bagged lunches. Bagged lunches use less energy to produce and move through the recycle stream faster than boxed lunches.

- Use condiment stations instead of individual condiment packets to reduce the amount of material going to the landfill.

Look for eco-labels to easily identify environmentally friendly products



# DURING THE EVENT

## Waste/ Recycling

### Recycling at Events

- If you use any disposables at your event, make sure there are two recycling containers per each trash container.
- Place the recycling containers next to the trash cans with labels explaining what items can be recycled. Signs can be obtained from the Office of Sustainability by emailing [green@nd.edu](mailto:green@nd.edu)
- If you are using University Catering for your event, they will provide recycling containers and dispose of the recycling in accordance with the University's single stream recycling program.
- Don't waste food. For small events, such as an office party or a dorm gathering, encourage students, colleagues and workers to take leftover food home.
- Large blue recycling bins are available for staff and faculty use and are useful for large events.

## Recyclable Materials on campus



### PAPER

Paper napkins, colored paper, white paper, paper plates



### PLASTIC

Plastic bottles, forks, spoons, knives, plates, disposable trays



### GLASS

Food and beverage containers, bottles



### ELECTRONICS

Batteries, cell phones, laptops, CDs, headphones, etc.



### CARDBOARD

Corrugated cardboard, Cardstock



### METAL

Soda cans, aluminum foil pans, buffet tray stands

### Reminder:

Materials do not need to be spotless to be recycled. Major contaminants need to be removed but things like residual yogurt in the container do not need to be rinsed out.

# Energy Use

## Reducing Energy

- Consider a location that utilizes natural light at the site. If the event is being offered during the daytime during warm weather, consider hosting it outdoors.
- Unplug projectors and other electronics when they are not in use.
- If extra lighting is necessary, use LED lights at the event location.
- If using a vendor for lighting needs, ask if LED lights are available.

# Education

## Educating Attendees

- Make participants aware of your sustainability objectives by announcing them at the beginning of the event.
- Provide frequent visual and verbal reminders to attendees to recycle and reduce waste during the event.
- Encourage the return of items such as name tag holders so they can be used for future events.

# POST EVENT

## Clean up

### Leave it better than you found it

- Clean up and arrange for custodial staff through Building Services ahead of time if necessary.
- If you know you're going to have a lot of recyclable materials, arrange a pick up ahead of time with the recycling department.

48%



Increase in recycling on campus since 2005 due to education and outreach efforts as well as the introduction of single stream recycling.

## Social media

Post updates and share your success with participants and followers through social media outlets.



## Reporting

### Let us know how it went!

- Follow up the green event with an evaluation of success.
- Write and distribute a press release about the event's successes.
- Report your successes to the Office of Sustainability! We love to promote green events through our communication channels.

# GREEN EVENT CERTIFICATION CHECKLIST

In order to qualify for Green Event Certification, the event must comply with all the items on the required list and 6 out of the 12 items on the optional list. For each qualifying event, the Office of Sustainability will provide you with a Green Event Certification electronic logo via email, which can be included in event promotional materials and printed out on table tents.

## Required Items

- Your University Catering event manager or other caterer is informed of the intent to pursue Green Event Certification and given information that will help minimize food waste, including which items can run out and the type of attendees.
- A recycling container is located next to each trash container and clear signage is present indicating what can be recycled.
- Individually packaged items, including bottled water and boxed lunches, are avoided.
- Paper use is minimized, e.g. handouts are avoided or reduced, registration is electronic, white boards are used instead of flip charts, agendas are displayed rather than distributed. Any paper used is duplex printed on minimum 30% recycled content paper.
- Information is provided to participants indicating that the event has received Green Event Certification.

## Optional Items

- The event uses only electronic communications for registration, announcements, and updates.
- A vegetarian entree is offered.
- The menu includes organic, local, and/or fair trade items.
- Any seafood served is sustainably sourced.
- Participants are encouraged to bring their own water bottles or cups.
- Give-away items are avoided or minimized; any give-aways are sustainable in nature.
- Reusable dishes and flatware are used.
- Teleconferencing is available if applicable.
- If there are presentations, presenters are given the opportunity to share handouts or PowerPoint presentations with attendees electronically.
- Smaller plates (less than dinner-sized) are used at buffets to encourage guests not to take more food
- A convenient drop-off point is available for unwanted handouts and name tag holders, if used.
- Innovation Point (e.g. all vegetarian menu, paperless event, etc).