



# BEREA COLLEGE

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## OFFICE OF SUSTAINABILITY

### How to Green Your Event

An event primer for planning events and working with your outside caterer.

#### When using outside caterers:

Ask your caterer to serve food on permanent-ware (plates, cups, and cutlery) rather than disposables. If your caterer does not have permanent-ware and you need disposables, supply your own with our approved BC compostable disposables. **Order [HERE](#).**

Request that your caterer **platter food** as opposed to the waste generated from individually boxed meals.

Whenever possible, support our local economy by **selecting local caterers** that use food **from local farmers**. Organic preferred.

Request recycling, composting, and trash bins for your event. **Order [HERE](#)** (located under the Waste Containers section of the form)

#### Good Greening Practices:

**Be mindful of Kentucky's growing season when planning your menu.** Check [HERE](#) to see what's in season.

**Keep accurate event attendance records for recurring events**, and make sure your caterer is updated each year when ordering. Reducing food waste is THE MOST sustainable act you can take.

**Order snacks in bulk rather than individually packaged** items like chip bags. Trail mix, whole fruit, cheese, crackers, bagels are examples of items that are not individually packaged.

**Provide refillable salt and pepper shakers and condiment and cream bottles** rather than individual packages.

**Select reusable or recyclable event** decorations, signage, table covers, and organic floral displays that can be used somewhere else once the event is finished.

**Ditch the plastic water bottles.** Request water in reusable pitchers. Encourage attendees to bring their reusable water bottles. One liter of bottled water takes four liters of water to produce.