

## Living Green Event Guide

Help UCSF meet Sustainable Food & Zero Waste Goals

### Food

- Select a green caterer, look for the green leaf icon on the UCSF America To Go/Bear Buy website
- Serve buffet style on platters, no boxed meals or wrapped sandwiches
- Provide water and beverages in reusable dispensers, no single serve bottles
- Select foods and beverages that are local, organic or fair trade. Whenever possible, eliminate beef and offer vegetarian meals.
- Serve chips, pretzels and side dishes in a bowl for self service, no single packaged items
- Serve condiments in bulk containers (sugar, salt, creamer, ketchup, jelly, etc.)
- Event organizer/caterer provides information about the green aspects of the event to participants

### Dishware & Tableware

- Request reusable dishware, or BPI\* certified compostable paper plates and cups
- Wood or bamboo chopsticks, cutlery, toothpicks (no plastic tips)
- Encourage participants to bring their own reusable mug and water container
- Avoid plastic coffee stirrers, straws and toothpicks; or use wood (compostable)

*\*Biodegradable Products Institute/BPI certified compostable dishware, cutlery and cups (clearly labeled compostable)*

### Communication Materials

- Electronic communication for registration, announcements and resource materials
- Post meeting agenda and announcements on a white board or screen, rather than individual handouts
- Unavoidable printing is double sided on chlorine-free, 100% post-consumer recycled content (PCW) paper
- Reusable dry-erase boards, blackboards or electronic projectors are used instead of paper flip charts
- Paper name tags with reusable holders are used instead of single use name tag stickers and collected after the event for reuse

### Trash – Recycling - Compost Containers

- Order containers and signage from CLS/Facilities: [campusliveservices.ucsf.edu/facilities](http://campusliveservices.ucsf.edu/facilities) → Submit Service Request → Maximo.
- Announce at event start or prior to serving the meal, "please be sure to place your discards in the appropriate container for composting, recycling or trash." and/or include this information on a PowerPoint slide

### Decorations & Give Away Items

- Purchase durable decorations, signs and props that can be reused
- Minimize giveaways; choose only consumable items or green-themed giveaways
- Select reusable centerpieces, and/or offer centerpieces as prizes
- No balloons or plastic streamers

### Sustainability Transportation

- Provide information to participants to take public transportation and shuttle services
- Use UCSF transportation options: <http://campusliveservices.ucsf.edu/transportation/services/shuttles>
- Offer ability to purchase carbon offsets for plane travel (via the entry fee or another easy method)

### Leftover Food

- Inform attendees they can bring take out containers for leftover food. Arrange in advance to donate leftover food to students, campus departments, or organizations
  - For UCSF students: deliver to Parnassus Med Sci S245 or Mission Bay Genentech Hall 2<sup>nd</sup> floor student lounge.
  - Food Runners: 415-929-1866 <http://www.foodrunners.org/>
  - Delancey Street Foundation: 415-957-9800 <http://www.delanceystreetfoundation.org/>

### Resources

- Vendors of Compostable or Recyclable Food Service Ware & Bags  
[http://sfenvironment.org/sites/default/files/fliers/files/sfe\\_zw\\_vendors\\_bags\\_fsw\\_0.pdf](http://sfenvironment.org/sites/default/files/fliers/files/sfe_zw_vendors_bags_fsw_0.pdf)
- Biodegradable Products Institute/BPI  
List of companies selling BPI Certified Compostable Cutlery: <http://products.bpiworld.org/>

### Green Event Planner Certification/UCSF

Become a Certified Green Event Planner at UCSF! Contact [livinggreen@ucsf.edu](mailto:livinggreen@ucsf.edu).