5 Key Steps to Greening Routine or Small Meetings and Events

MINIMIZE TRANSPORTATION
Facilitate opportunities for carpooling, active transportation and public transportation. Choose a venue closest to the majority of participants.

USE WASHABLE DISHES
Request reusable items. Use glassware and cutlery, water pitchers, as well as bulk dispensers for milk, sugar, and other condiments.

AVOID OVER-ORDERING
Order the right amount of food and beverages for the number of participants.

GO PAPERLESS
Circulate all relevant event information electronically. Use laptops or tablets for note-taking and encourage participants to do the same.

BE BOTTLED-WATER FREE
Avoid using bottled water. Have glassware and water pitchers available.