

# 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.