



SOUTHERN ILLINOIS UNIVERSITY GREEN EVENTS GUIDE 2023



SIUC GREEN EVENTS GUIDE

Make the commitment to “Green” your Event!

Today's increased demands on Earth's natural resources are impacting the ecosystems they support and causing environmental injustices all around the world. Our throw-away culture, especially the single-use items that have gained popularity for their inexpensive ease, is a big contributor to this pressure. This is especially true for events. Food selections that require packaging, plastic bottles, disposable serving ware, marketing handouts, and guest transportation are just a few event components that either directly or indirectly produce waste. These solutions also receive indirect expenses that may be reduced for both event organizers and attendees. We now understand that the price we pay for our decisions goes far beyond their one-time usage. Hosting a **"Green Event"** is one technique to organize event decisions properly and to reduce their negative effects on the environment.

The goal of green events is to include sustainability into each stage of the event planning process. This indicates that factors such as the environment, society, and economy are considered when adjusting. In order to qualify as "zero waste," an event must divert 90% of its garbage from landfills through composting and recycling. This manual will assist community organizations, student groups, employees, and departments at Southern Illinois University in organizing green events on campus.

By implementing the simple recommendations in this guide, you can quickly indicate that your organization or department is dedicated to the environment, highlight ethical behavior, and aid in lowering the trash generated by the University. Your green event decisions will leave a lasting effect on attendees and inspire others to adopt similar practices! Send an email to sustainability@siu.edu to get in touch with the Southern Illinois University Sustainability Office for a free consultation on organizing a green event or organizational training.

Thank you for your commitment to promoting sustainable choices at Southern Illinois University!

HANDOUTS

Handouts are regular at events, but they are costly to print or obtain, difficult for event participants to carry around, and generate a lot of unnecessary waste. Fortunately, there are alternative approaches. Try some of these suggestions for your next event:

1. Instead of printouts, consider using dry-erase whiteboards, QR codes, or digital display monitors for agendas or directional signage.
2. Use a conference app to save all your event information online for guests.
3. Encourage guests (especially merchants or groups with informational or activity stations) to look for alternatives to handing out giveaways that will end up in the garbage. This may include:
 - Combine all advertising information into a single distribution flyer or place it on the organizer's main website.
 - Instead of printing attendance contact lists, send out an email with each party's information after the event.
 - Distribute a flash drive holding pertinent information or contacts; guests can utilize the flash drive for other uses in the future.
 - Provide a single copy of a flyer for participants to photograph.
4. Minimize printing by:
 - Ensuring that any unavoidable printing is double-sided.
 - Creating power point presentations with numerous slides per sheet for handouts.
 - After the conference, sharing power point presentations electronically.
5. If handouts are distributed, make them meaningful and reusable – well-thought-out giveaways will leave a lasting impression and are more sustainable.



VENUE SELECTION



Consider the following suggestions for selecting a more environmentally friendly event venue:

- To save electricity, reserve an outdoor location.
- Book a place in a LEED-certified structure.
- Choose a spot with natural light so that you may open the blinds and switch off the lights.
- Choose a central site that attendees can reach by walking, biking, or taking public transportation.
- When rooms or places are not in use, remember to turn off the lights.
- On-Campus Event Space Options:

STUDENT CENTER:

1. AUDITORIUM: With a seating capacity of 300 and with wheelchair accessible seating available, this room will accommodate larger conferences and meetings.
2. BALLROOMS: Four spacious ballrooms of various dimensions can be used individually or joined together according to your specifications.
3. INTERNATIONAL LOUNGE: The relaxed atmosphere of the International Lounge makes it a great place for an informal reception.
4. OLD MAIN ROOM
5. RENAISSANCE ROOM

For more information visit <https://studentcenter.siu.edu/student-center-events-services/available-spaces.php>

MORRIS LIBRARY:

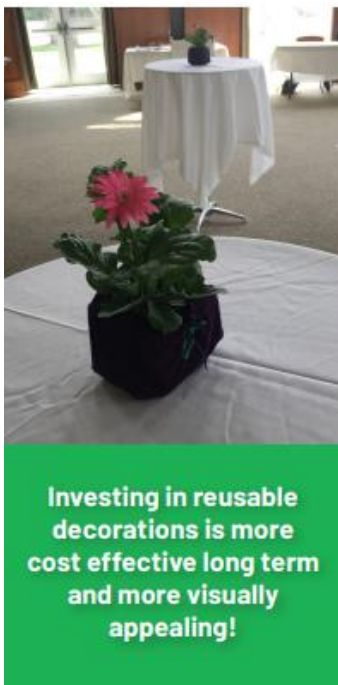
1. Rotunda, 1st Floor,
2. John C. Guyon Auditorium, 1st Floor,
3. Hall Of President Department Conference Room, 480a, 4th Floor
4. DeJarnett American Heritage Room, 3rd Floor
5. Rotunda, 3rd Floor

For more information visit <https://lib.siu.edu/facilities/events/index-hold.php>

DECORATIONS

Your event's decor can make an impactful, long-lasting impression on your visitors. For eco-friendly, minimal-waste decorating ideas, consider the following:

1. Use reusable decorations instead of single-use ones.
 - Include natural elements such as living plants, wood, stone and leaf decor.
 - For centerpieces, consider utilizing living plants rather than cut flowers. These can be recycled as event giveaways, contributions to nursing homes, or something similar after the event.
(Plants can be purchased from a variety of local sellers.)
 - If you prefer cut flowers, check with Event Services to see who is utilizing the space before/after your event. See if you can share centerpieces at parties to decrease waste and costs!
 - Purchase reusable nametags with a variety of inserts.
(After the event, place a basket with a sign outside for nametag holders to be collected and used again.)
 - Printing Services can make a tablecloth or sign that is unique to your company or division and can be used repeatedly.
 - Whenever possible, save your lanyards for further use by gathering them up after the event. Your audience will be grateful!
2. When using single-use decorations, only utilize compostable or recyclable options.
3. Avoid Styrofoam, unnecessary plastics, etc.
4. Choose balloons that are made from natural or organic latex and are biodegradable.
5. Use natural lighting or LED lights if possible.



TRANSPORTATION



Remember to highlight economical and convenient ways to get to the event in order to make it more accessible. Sustainable transportation is important as it reduces negative impacts on the environment. It's energy-efficient, low or zero-emissions and affordable. Here are some ideas for utilizing sustainable transportation options.

1. In your event publicity, encourage your attendees to:

- Walk
- Bike

2. Take an e-scooter!

Southern Illinois University and the city of Carbondale have partnered to connect campus to the community by utilizing micro-mobility through Veo scooters



3. Use public transportation.

- **The Saluki Express:** It is a mass transit system provides students, faculty, and staff, as well as the Carbondale community reliable transportation around our region and community.
- **SHAWNEE MTD :** Click this link to know more <http://www.shawneemtd.com/index.html>
- **SOUTH CENTRAL TRANSIT:** Click this link to know more <http://southcentraltransit.org/>

4. **Carpool:** Participates in a car sharing program, such as a commercial car-sharing program, one administered by the institution, or one administered by a regional organization.

5. When choosing your location, examine your transportation choices.

FOOD SELECTION



- Go organic and/or local with your menu.
- Eliminate plastic straws, utensils and plates.
- To avoid packaging waste, request buffet-style displays rather than individually packaged foods or boxed lunches.
- If hand sanitizer or handwashing is available, consider serving appetizers or small bites that just require serving utensils.
- Request bulk beverage containers (e.g., lemonade, iced tea, water) rather than cans or bottles.
- Request that your food be served on reusable China or compostable serving ware.
- Avoid using any polyethylene (Styrofoam) goods or anything that is not recyclable or compostable.
- When feasible, request linens instead of paper napkins.
- Request that condiments be served in pumps/refillable containers rather than individual packets (e.g., mustard, Ketchup, salt, pepper, and sugar).
- When serving coffee, give creamer in pitchers to limit the number of single-use containers and ask for a wooden stir.
- instead of plastic, use reusable items or sticks.
- When serving coffee, ask for hardwood stir sticks rather than plastic ones and give creamer in pitchers to decrease the usage of single-use containers.
- Verify that you have ordered the appropriate number of landfill, compost, and recycling containers for your occasion. The trash management section contains more details on this procedure.
- Make sure to compost food scraps. Attendees often don't pay attention to waste station signage and discard materials into the closest bins, contaminating the stream. Consider training staff or volunteers to monitor the waste stations, helping educate and guide attendees on proper disposal.

WASTE MANAGEMENT

Using fewer single-use goods and reusing event materials can help reduce waste during a well-planned event. Any garbage that is produced must be properly separated in order to be saved from the landfill and used as a resource. Southern Illinois University's Campus Recycling can assist in carrying out the waste management objectives of your event.

1. Click this link <https://facilities.siu.edu/recycling/services/request-bin.php> to know more about Facilities Work Request to request compost and recycling bins from Campus Recycling for your event.

Call or email your request to:
Building Services
453-5163
requestabin@pso.siu.edu

Please include the following information:

Building name and number
Room number
Contact name & phone number.
Bin size and quantity
Any labels needed.

2. Visit <https://facilities.siu.edu/> and follow the prompts for a Work Request.
3. Select 'Maintenance, Grounds, Recycling, Pest Control Requests.

➤ What can be recycled?

Southern Illinois University Carbondale is committed to a robust, campus-wide recycling program to reduce our environmental impact. The following are the types of recyclable materials accepted for recycling:

MIXED RECYCLING (METAL, GLASS, PLASTIC)

PAPER RECYCLING

CARDBOARD

INK/TONER CARTRIDGE RECYCLING

OTHER ELECTRONICS

TOOTHBRUSHES AND MISCELLANEOUS DENTAL HYGIENE MATERIALS

COMPOST INFORMATION AND OTHER RESOURCES

WASTE MANAGEMENT

➤ What can be composted?

SIU composts food waste from University Housing dining halls.

Someday, we hope to collect food waste more widely on campus. The food waste is taken to SIU's Forced Aeration Compost Facility, where it is mixed with landscaping and farm waste and turned into compost.

Other Resources

-PSO Building Services and Grounds training [document](#).

➤ It is crucial to adequately separate waste and avoid contaminating waste streams. Here are some methods that promote appropriate disposal:

- Strategically install landfill, recycling, and compost containers in high-traffic locations all around the site.
- For larger events, take into consideration enlisting volunteer "Bin Goalies" to assist at "Zero Waste Stations" to help people choose the appropriate bin for their garbage. Keep the three options close together with sufficient signage to enhance attendee knowledge.

PRINTABLE SIGNAGE AND LABELS



Our [printable signs and labels](#) are used to identify what recyclables belong in which bins. Use them in your office, residence hall room, apartment, and more!



PROMOTIONS & MARKETING

The success of your event depends on how well you market it. In addition to increasing attendance, marketing it as a green event helps raise awareness of sustainability. To cut down on waste in promotions, try these suggestions:

- Electronic invitations:
 - You can send electronic invitations using a variety of web providers.
 - Request online RSVPs from visitors, especially for events with food, so you can order the right amount of food and supplies.
 - Make the green transportation options available for getting to your event known.
- Promotions:
 - Southern Illinois university online news source: <https://news.siu.edu/>
 - Southern Illinois university event calendar: <https://siu.edu/events/>
 - Social media
 - Emails
 - Digital display boards around campus
- Avoid date stamping your signage. Try “Event Today” signage that can be reused for recurring events.



GIVEAWAYS

Avoid distributing prizes or giveaways to prevent waste. If providing gifts or prizes, make sure all giveaways are useful and sustainable. Here are some eco-friendly giveaway ideas:

1. **Reusable Water Bottles:** Encourage students to stay hydrated while reducing plastic waste by providing them with stylish and durable reusable water bottles.
2. **Tote Bags:** Offer reusable tote bags that students can use for carrying books, groceries, or other items, promoting the reduction of single-use plastic bags.
3. **Stainless Steel Straws:** Help students say no to disposable plastic straws by providing them with reusable stainless-steel straws, perfect for drinks on the go.
4. **Bamboo Cutlery Set:** Encourage sustainable eating habits with bamboo cutlery sets that students can carry in their bags and use instead of single-use plastic utensils.
5. **Plantable Seed Paper:** Give out plantable seed paper that students can grow into beautiful plants, reinforcing the message of sustainability and nature conservation.
6. **Eco-Friendly Notebooks:** Provide notebooks made from recycled paper to promote sustainable writing practices.
7. **Solar-Powered Chargers:** Offer solar-powered phone chargers, enabling students to charge their devices using renewable energy.
8. **Beeswax Wraps:** Help students reduce their dependence on plastic wraps by providing beeswax wraps for food storage.



EVENT CLEAN UP

As an event planner, you've already mastered organization. Post-event details are just as important! Remember these tips for post-event success:

- Thank attendees for coming and participating in your Green Event! Please consider sharing attendee feedback with the Sustainability Office's Green Events program at sustainability@siu.edu.
- Donate any leftover food post-event.
- Dispose of compost, recycling, and landfill waste properly as coordinated with your host/venue manager and Campus Recycling.
- Save and properly store any decorations and signage that can be reused in the future. This is especially important for student organizations that may have rotating leadership.
- Spread the message of sustainable event planning with friends and colleagues and encourage them to make their next event Green.



Thank you!

Thank you for taking a stand for the environment and promoting sustainability and zero waste practices at Southern Illinois University. Your actions not only preserve precious resources, but also inspire others to practice sustainability in their own lives. The widespread impact of your efforts and environmental consciousness is immeasurable.

Resources & More Information

- The office of sustainability's page: <https://sustainability.siu.edu/>
- Southern Illinois University Catering Services: <https://procurement.siu.edu/how-to/appcaterers.php>
- Southern Illinois University Events Calendar: <https://siu.edu/events/>
- Southern Illinois University event services in the Student Center: <https://studentcenter.siu.edu/student-center-events-services/>
- The Sustainability Office Instagram page: <https://www.instagram.com/siusustainability/>
- The Sustainability Office Facebook page: <https://www.facebook.com/SIUCSustainability>
- Southern Illinois University public transportation facilities:
 - Saluki Express: <https://studentcenter.siu.edu/services/transportation-parking/saluki-express/>
 - South Central Transit: <https://southcentraltransit.org/>