## Hosting a Large Low-Waste Event at UMB

### Good
- Provide all recyclable or all compostable wares (plates, utensils, cups, etc.)
- If invitations, programs, or other documents must be printed, make sure there is a place to recycle them after the event
- Avoid red meat and unsustainably sourced seafood

### Better
- Provide all recyclable or all compostable wares and have them available upon request only
- If invitations, programs, or other documents must be printed, use recycled-content paper and print double-sided
- Ensure plenty of vegetarian and vegan options

### Best
- Provide all recyclable or all compostable wares; serve finger foods that don't require utensils
- Avoid paper invitations, programs, and any other printed documents; opt for digital versions
- Serve a mostly vegetarian menu, as well as vegan options

## Best Practices for Every Event

- Utilize local vendors, especially those in West Baltimore and/or minority- or women-owned
- Make a plan ahead of time for what to do with any leftovers
- Use durable, reusable tablecloths and other decorations, especially for events held annually
- Provide co-located waste bins and detailed signage for attendees to sort trash, recyclables, and compostables (if applicable)
- Opt for buffet-style to cut down on packaging waste
- Provide condiments in bulk instead of single-serving packets
- Utilize large pitchers in place of individually bottled drinks
- Ensure that giveaway materials are durable and/or purposeful
- Communicate event’s sustainable attributes to attendees through signage & announcements