## Hosting a Small Low-Waste Event at UMB

### Good

Better wares (plates, utensils, cups, etc.) for attendees

If documents must be printed, make sure that there is a place to recycle them after the event

Avoid red meat and unsustainably sourced seafood

### Better

Ask guests to bring their own wares (plates, utensils, cups, etc.) and have disposable wares available upon request only

If documents must be printed, use recycled-content paper and print double-sided

Ensure plenty of vegetarian and vegan options

### Best

Provide all reusable wares (plates, utensils, cups, etc.) for attendees

Avoid paper agendas and other printed documents

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 reusable tablecloths and other decorations (if applicable)
- Provide co-located waste bins and detailed signage for attendees to sort trash, recyclables, and compostables (if applicable)
- Opt for a buffet-style meal to cut down on packaging waste
- Serve condiments in bulk instead of in single-serving packets
- Use large pitchers or carafes for drinks, rather than providing individually bottled drinks; ensure access to a water refill station
- Communicate event’s sustainable attributes to attendees through signage & announcements

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**University of Maryland Baltimore**

**Office of Sustainability**