

GREEN EVENTS TOOLKIT



Chapel Hill Public Library



Chapel Hill
PUBLIC LIBRARY

HOSTING GREEN EVENTS

Every time someone hosts an event—from community meetings to public workshops and celebrations—the waste produced and energy consumed adds up.

You can do your part to host Green Meetings and Events.

It's easy. Here's how.

WHAT ARE GREEN MEETINGS & EVENTS?

- Trash free
- Conserve natural resources, including water and energy
- Support local businesses, including local agriculture
- Follow sustainable purchasing guidelines
- Reduce greenhouse gas emissions

HOSTING GREEN EVENTS

VENUE

- Choose a venue that is close to attendees. Minimize travel distances.
- Chose a venue that has sustainable features and supports waste reduction.

TRANSPORTATION

- Hold events virtually to reduce transportation costs.
- Provide safe and highly visible non-vehicular travel alternatives to in-person events.
- Give attendees incentives to make green transportation choices: bike, ped, public transport, carpooling.

COMMUNICATION

- Promote Green Event information before and at the event.
- Create reusable signs and banners.
- Save paper. Don't print unnecessary handouts, signs, or other materials. Use minimum 50% recycled content paper and print on both sides whenever possible.

HOSTING GREEN EVENTS

FOOD & DRINK

- Choose an approved local caterer.
- Use seasonal and locally grown food whenever possible.
- Avoid overly packaged products.
- Make a plan for removing any leftover food or drink after the event.

WASTE REDUCTION

- Meals, snacks, drinks, and condiments should be served in bulk.
- Do not buy individually-sized plastic bottles or single-use plastics.
- Provide clearly labeled 3-stream waste collection containers and direct attendees to separate trash, recycling, and compost.
- Plan on using only reusable, recyclable, or certified compostable utensils, cups, dishes, decorations, napkins, and serving pieces. Certified compostable products are widely available online and from local retailers.

HOSTING GREEN EVENTS

DURING THE EVENT

- Tell people how to dispose of their waste at the start of the event. Show examples.
- Monitor recycling, trash, and compost bins throughout the event to keep an eye out for contamination.

AFTER THE EVENT

- Make sure all waste goes in the right bin. When in doubt, throw it out. Avoid contamination.
- For outdoor events, look out for trash and liquid spills. Follow best practices for stormwater protection when you clean up.
- Clean and put away all reusable serving ware.
- Remove all leftover food or drink. Consider asking participants to take it home or donating it to a local food pantry. Leave no trace!

SUSTAINABILITY TIPS

Don't buy things that will end up in the landfill.
Reuse. Recycle. Compost.

ALTERNATIVES TO PLASTIC AND STYROFOAM:

- Tell your caterer to omit all serving ware from your order and make use of the free, reusable plates, cups, glasses, and utensils in the library's catering kitchen instead.
- Order reusable or compostable serving ware and utensils from your caterer. Many local restaurants and caterers can meet some or all of your sustainable serving ware needs. If not, purchase your organization's own supply of certified compostable products.

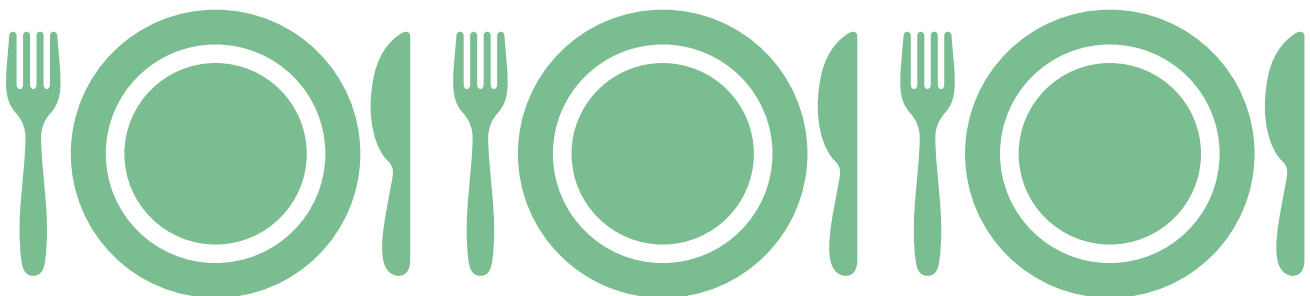


SUSTAINABILITY TIPS

Certified compostable products are widely available from online and brick-and-mortar retailers.

FINDING CERTIFIED COMPOSTABLE PRODUCTS:

RETAILER	BRAND	NOTE
Eco-Products	Eco-Products	Free shipping on orders over \$99
Harris Teeter	Hefty EcoSave	Local stores
Walmart	Great Value Compostables	Local stores
Target	Matter	Not available at UNC Franklin St location



SUSTAINABILITY TIPS

BULK UP!

- Avoid overly packaged products.
- Consider serving meals, snacks, and drinks in bulk, family-style.
- Serve drinks from pitchers, coolers, or urns.
- Do not purchase single-serving water bottles.
- Serve creamer, sugar, and condiments in bulk.
- No plastic stirrers, single creamers, or straws.
- No plastic-lined coffee cups or printed/coated paper plates.



COMPOST?

YES



- All food scraps
- Fat, oil, cheese
- Meat, bones
- Bread, pasta, grains
- Eggs, eggshells
- Flowers, plants
- Coffee, tea, filters
- Plain, uncoated paper
- 100% certified compostable products

Chapel Hill Public Library is part of a commercial composting program, which means you can compost more items here than you might be able to at home. Here are a list of things you can compost in the library compost bins. Turn the page for things that can't be composted here.

COMPOST?

NO



- Stickers, labels, rubber bands
- Plastic
- Glass
- Aluminum
- Rubber, styrofoam
- Oyster shells
- Human hair
- Pet waste
- Milk cartons

When in doubt, throw it out.

USING THE KITCHEN

Organizers must request use of the catering kitchen in advance. This gives you time to review and comply with our Waste Management Guidelines.

The catering kitchen includes:

- Reusable cups, plates, utensils, and serving ware for 60 - 100 people
- A 3-part dishwashing sink and a commercial dishwasher
- A commercial ice maker
- A refrigerator
- A microwave
- Bar mop towels and dishwashing soap
- 20 square feet of countertop for prep or serving

These amenities are provided free of charge to approved catering kitchen users.

USING THE KITCHEN

Plan for approximately 20-30 minutes of clean-up following your meeting. Everything must be cleaned and put away before your reservation is completed.

- You must provide your own paper products.
- The kitchen does not have a coffee maker.

USING THE DISHWASHER

If you plan to use our commercial dishwasher, please note that it takes around 30 minutes to pre-heat. Turn it on at the start of your event. Once heated, it takes under 5 minutes to run a complete cycle. Instructions for running the dishwasher are posted in the catering kitchen.

MORE COMPOST TIPS

Learn more about the do's and don't's of composting with a short video from library staff on [our YouTube channel](#).



If you'd like to learn more about how you can compost at home, visit the [Orange County Solid Waste Management Website](#).

HAPPY COMPOSTING!