

# SUSTAINABLE EVENT PLANNING – OVERVIEW

Hosting green events is a great way for USC student groups to advance sustainability on campus. Little behavior changes can add up to a big environmental impact!

- **Pre-Event**

- Use Less Paper, Be a Tree Saver: Go digital by sending invitations through email lists and social networking sites.
- Optimize Your Waste Diversion
  - Reduce: Food leftovers end up in landfill, so be mindful of portion control. Also, avoid single-use water bottles by providing large water dispensers, and reminding guests to bring reusable water bottles.
  - Reuse: Work with vendors who supply reusable service ware (plates, glasses, cutlery, stir sticks, platters, and serving materials).
  - Recycle: USC's facilities waste team can provide waste bins with landfill and recycling signage. Request bins from Gina at [gwhisena@usc.edu](mailto:gwhisena@usc.edu). Also, check out RecyclA.com for more waste sorting instructions and signage.
    - Place waste diversion bins in high-traffic areas during the event, including set-up and breakdown.
    - Make sure recycling items are clean and dry so they don't contaminate the recycling bins.
  - Compost Left Overs: Provide your own composting bins, and contact Gina at [gwhisena@usc.edu](mailto:gwhisena@usc.edu) a day prior to the event to schedule compost pickup post-event. (Composting signage here: [https://www.keeptruckeegreen.org/wp-content/uploads/recyclist/userfiles/KTG\\_Poster-Organics.jpg](https://www.keeptruckeegreen.org/wp-content/uploads/recyclist/userfiles/KTG_Poster-Organics.jpg))
- Food for Thought: Reduce your carbon footprint, reduce the amount of meat you serve. Eat Food. Not Too Much. Mostly Plants.
- Feed Your Friends: A day or two before your event, connect with these organizations to set up leftover food donations.
  - St. Francis: [stfrancisfoodpantry.org/donate.html](http://stfrancisfoodpantry.org/donate.html)
  - Trojan Food Pantry: <https://seip.usc.edu/tfp/>. Contact [pantry@usc.edu](mailto:pantry@usc.edu) to schedule food drop off.
- Take a Ride on the Green Side: Reduce single occupancy car trips and find alternative transportation options at [usctraveler.com](http://usctraveler.com).
- No Gift is the New Gift: Consider not giving out swag.

## SUSTAINABLE EVENT PLANNING – OVERVIEW CONTINUED

- **During Event**
  - Recycle Today for A Better Tomorrow: Assign volunteers to help guests recycle and compost properly.
  - Save Another Tree: Don't print your materials! Use computers for presenting.
- **Post Event**
  - Follow through with food donation plans, or share left overs with friends.
  - Follow through with composting plans and leave composting bins at site for facilities team to pickup.

## SUSTAINABILITY AT USC

- [GREEN.USC.EDU](https://green.usc.edu)
- USC's Sustainability 2020 Plan
  - [https://green.usc.edu/files/2017/03/Sustainability2020\\_Single-page.pdf](https://green.usc.edu/files/2017/03/Sustainability2020_Single-page.pdf)
- Check out our progress on achieving our 2020 Sustainability Plan goals
  - [https://green.usc.edu/files/2019/01/January\\_19\\_Sustainability\\_Prv2.pdf](https://green.usc.edu/files/2019/01/January_19_Sustainability_Prv2.pdf)
- Get involved with sustainability at USC
  - <https://green.usc.edu/get-involved/>



We're developing USC's 2028 Sustainability Plan now! Scan the QR code to take the planning survey, and share your opinions about sustainability on campus.