

GREEN YOUR EVENT



FACT:

Thousands of **single-use plates, cups, utensils and water bottles** are used each year for catered events on Bentley's campus, which subsequently generates thousands of pounds of waste. Here are tips for you to green your event by reducing your impact. **Remember, reducing and reusing is even better than recycling!**



BENTLEY UNIVERSITY greenstep

December 2012



TIPS:

- **Say no to bottled water!**
Request tap water in pitchers with glasses or reusable hard plastic cups instead of bottled water.
- **Request china and silverware** instead of plastic plates and cutlery. If china cannot be provided, Sodexo offers paper plates made from 100 percent recycled material. The plates cannot be recycled after use because they have been contaminated with food but are better than plastic plates because they are made from recycled material.
- **Print recycling and trash directional signs from the Office of Sustainability's website** and post them at your event. You can even place these signs in clear plastic stands on the buffet table.
- If there are bartenders at your event, make sure that the catering department provides them with **recycling bins for cans and bottles.**

Website link: <http://www.bentley.edu/offices/sustainability/green-your-event>

