



A Step-by-Step Guide to **GREEN** Your Event with University Centers

Planning Your Event

STEP 1

Learn how to GREEN Your Event

Review the GREEN Your Event webpage to understand how to participate and learn what hosting a GREEN event entails.

STEP 2

Reserve Event Space

Visit University Centers Event Reservations at reservations.ucsd.edu.

STEP 3

Spread the Word

Once event is approved, inform participants and guests that the event will be GREEN and what that entails. More information can be found on the [University Centers Green Your Event](#) webpage.



If Food is Involved

STEP 1 Be Strategic

To prevent ordering more food than needed, send out an RSVP form to gauge attendance.

STEP 2 Communicate With Food Vendors

- Request zero waste catering, providing compostable/reusable service ware, utensils, plates, etc.
- If using Saltaire Catering by UC San Diego, they offer Zero Waste Catering Services upon request using the [reservation portal](#) or email directly at saltaire@ucsd.edu

STEP 3 Food Donations

If there is leftover food—

- Provide reusable containers for guests that did not bring their own to encourage attendees to take extra food.
- Donate excess food to [Food Recovery Network](#) on campus if possible.



During the Event

STEP 1

Educate Attendees

- Inform attendees where waste receptables are located with clear disposal instructions and proper signage.
- Consider having volunteers available to guide proper waste sorting.

STEP 2

Use Signage

Provide clear signage on where and how waste should be sorted.

Check out our downloadable UCSD sorted signage for [recyclables](#), [landfill](#), and [compostables](#).



After the Event

STEP 1 Share Your Experiences

As a participant we encourage you to complete the [post-event GREEN questionnaire](#) to communicate the event's successes and areas for improvement. Your feedback and results are valued to help improve future GREEN events! You may also upload photos of the waste diversion (see step 3).



STEP 2 Audit & Track Waste

We encourage you to evaluate the success of your waste management system.

As a participant you are encouraged to:

- Weigh and record the diverted waste. University Centers can provide a scale upon request for this purpose.
- Take photos of your waste bins to closely examine if there were any contaminants.
- Take photos of diverted waste (waste in compostable bins).

STEP 3 Thank Your Guests

Let them know they are contributing to an effort to support the environment. In addition, you could provide details of the waste diversion results.

**Thank you for having a
GREEN event with University Centers!**

