



EVERY UTRGV EVENT CAN BE A SUSTAINABLE EVENT!

The entire UT System is committed to sustainable development and it is included in the UTRGV Mission and Strategic Plan. The Office for Sustainability needs every member of our university community to help us spread this mission! Become a Sustainable Development Leader - find [guides for making sustainable changes for dorms, offices, classrooms, and labs](#) on the OFS website: utrgv.edu/sustainability.

SUSTAINABLE DEVELOPMENT IS A GLOBAL CAUSE.

GOAL: IMPROVING THE HEALTH OF OUR ENVIRONMENT AND SOCIETY WHILE BEING EFFICIENT WITH OUR RESOURCES.



THE U.N. IS TAKING ACTION FOR A SUSTAINABLE SOCIETY, ENVIRONMENT, AND GLOBAL ECONOMY.

The United Nations has developed 17 goals (SG17) to guide nations and their citizens towards a more sustainable future. With these goals, we have a frame of reference from which to assess our sustainable development.



ARE YOU PLANNING AN EVENT OR MEETING?
ANY AND EVERY EVENT IS AN OPPORTUNITY TO PUT SUSTAINABLE DEVELOPMENT GOALS INTO ACTION.

THINK SUSTAINABLE.

THREE WEEKS BEFORE



DIGITAL PLANNING cuts down on paper waste and even helps eliminate little mistakes! I let technology help me stay organized.

- ☐ I make digital lists. I use electronic applications or a spreadsheet to keep track of guestst, vendors, raffle items and more.
- ☐ I inspect and reserve the venue. I look for dry-erase boards, blackboards, or electronic projectors to replace flip charts and handouts, and access to outlets if guests will need to charge laptops.
- ☐ Send Save the Date/invitation/RSVP. I use electronic communication to share who, what, when, where, and why about the event to my guests. I include a message about who to contact for accessibility or diet concerns, and other questions guests may have.
- ☐ I order promotional/giveaway items that can be useful to guests for long after your event. In addition to thinking careful of what to buy, consider where you buy it. Purchasing power makes a statement! By shopping from companies that make a commitment to sustainability, I support their goals and encourage other suppliers to demonstrate environmental stewardship.

TWO WEEKS BEFORE



While making all the arrangements for your event, I don't forget that your guests are making arrangements of their own to attend. **ENSURE THEIR COMFORT:**

- ☐ I learn about my guests. Now is the time to collect information on dietary restrictions, allergies, as well as travel limitations or necessary accomodations.
- ☐ I plan the menu and contact the caterer. Food that is vegetarian, local, and organic is the most sustainable, so I ask if those options are available. We discuss strategies for reducing unnecessary waste (coffee stirrers, paper doilies, straws, and plastic servingware that cannot be recycled). [Sodexo, UTRGV's food service provider, is the recognized global sustainability leader in its market sector and offers these options.](#)
- ☐ I set up video/teleconferencing. If the venue allows, I provide video or teleconferencing for participants who cannot or would like to avoid travel to the venue.

As the event's organizer, you are in the unique position to consider purchasing, waste, and more. You can make sure your event makes only positive impacts!

USE THIS CHECKLIST TO INCLUDE SUSTAINABILITY IN YOUR PLANNING:

ONE WEEK BEFORE

- ☐ I plan for unavoidable printing. Paper supplies like placecards or menus are printed on post-consumer recycled paper and use both sides of each sheet of paper.
- ☐ I send a reminder email. Individuals forget about events as time goes on, so I'm not afraid to remind them. I get those RSVP's!
- ☐ I line up the water coolers or pitchers to be provided to guests, or ensure that the caterers will provide liquid refreshments.

THREE DAYS BEFORE

- ☐ I contact guests by phone. I divide the guest list among my event planning team/organization and confirm attendance or leave a short message to every invitee. I let caterers know final headcounts.

DAY OF EVENT / AFTER EVENT



SUSTAINABLE DEVELOPMENT means considering the whole life cycle of things. Hosting a sustainable event means thinking through to the cleanup!

- ☐ I set up waste flow. I make sure large, labeled recycling bins are clearly and conveniently placed adjacent to all trash cans. I set up a convenient drop-off point for all unwanted handouts and accessories.
- ☐ I collect reusable items and donate surplus. Plastic name tags and other unused items can be stored for reuse or donated to another organization.
- ☐ I donate leftover food and beverages to a food bank. [UTRGV has a food pantry that will distribute the food to students and the community.](#)
- ☐ If I decorated with flowers, I encourage your event's guest to take the centerpieces home. It's better to reuse and recycle than to generate landfill waste. I also explore ways to donate them to nursing homes, hospitals, and other organizations.
- ☐ I offset the environmental impact of the event by purchasing emission offsets. [Carbon offsets are a form of trade that funds projects that reduce greenhouse gas emissions.](#)