

Boston University Sustainability

120 Ashford Street
Boston, Massachusetts 02215
sustainability@bu.edu



Dear Student Event Leaders,

The mission of BU Sustainability is to support the transformation of Boston University's planning, operations, and culture toward a sustainable and equitable future, and your involvement could have a great impact! There are many actions we can take on the Medical Campus to act as Zero Waste leaders. Creating an event with Zero Waste in mind has many facets, and BU Sustainability has some tips on how you can make your event more sustainable.

Reducing our waste is of utmost importance, and there are many ways we can do so! The list below is a starting point for your sustainable event:

- **BYO:** In your event email/marketing materials, ask guests to bring their own utensils, water bottle/cup, and plate/container. Consider adding an incentive, such as entering their name into a drawing for a small prize if they BYO.
- **E-agendas:** In lieu of handouts for attendees, send agendas in advance via email or present information on screen during your event/meeting. This works both in person and virtually. Encourage attendees to take a photo if they would like.
- **Conscious catering:** [Basil Tree](#) is a great option, as they are a certified Sustainable Business Leader and employ numerous practices to reduce their footprint and give back. They also have a return program for trays and serving utensils to be sanitized and reused.
- **Veggie:** Consider ordering a higher percentage of vegetarian/vegan options. Plant-based diets have a smaller carbon footprint than meat and can be just as delicious!
- **Recycling:** Check the [RecycleSmart website](#) whenever you're in doubt about whether something is recyclable.
- **Reuse:** Consider items that can be reused for multiple events, such as name badge holders and decorations.
- **Plan ahead:** Check out more [resources](#) on how to host a sustainable event on our website.

Keeping sustainability in mind when hosting events will help reduce the amount of waste produced at BUMC. Your contribution towards sustainability will encourage people to adopt sustainable practices while helping BU reach its Zero Waste goal.

Thank You,

Candace Smith
BU Sustainability Intern
MD Candidate, BUSM '24