SSAP Green Event Guide

*Your organization plays a pivotal role in leading sustainability on campus.*



**Please refer to the resources below to make your event more sustainable! Reducing your organization's footprint and introducing constituents to sustainable behavior will go a long way towards making Penn a more environmentally conscious campus. So, Thank you for using this guide!!**

**Ordering Food**

Food is a great way to build community (and ensure attendance) at events. However, supplying food can be a wasteful process. A few simple changes in how you supply food for your events can go a long way in making your organization more sustainable.

**What food to order (+)**

* **Vegetarian or vegan food! →**  Reducing meat consumption is one of the easiest ways to reduce your environmental impact. If you need meat at your event, try to provide a good vegan/vegetarian option. Also, there are plenty of veg options so tasty no one will even notice there isn’t meat.
* **Food which you can eat without utensils! →** This cuts down a waste a lot and makes clean up a lot easier.

**Where to order food from (+)**

*Some suggested places:*

*Main Courses*

* Hummus Grill, Walnut St - Vegan options, including platters
  + <http://www.hummusrestaurant.com/>
  + 215 222-5300
* Ed’s Pizza, 3513 Lancaster Ave – 4 varieties of vegan pizza
  + <http://www.edswings.com/>
  + 215 222-4000
* Mama’s Vegetarian, 18 S 20th St – Mediterranean food, including platters
  + 215 751-0477
* Blackbird pizza, 507 S 6th St – All vegan
  + <http://www.blackbirdpizzeria.com/>
  + 215 625-6660
* New Harmony Vegetarian Restaurant (Chinatown), 135 N 9th St
  + 215 627-4520

*Desserts*

* Dottie’s donuts – All vegan, 4529 Springfield Ave
  + 215 662-0389
* Metropolitan Bakery, 40th and Walnut
  + <http://www.metropolitanbakery.com/>
  + 215 222-1492

**How to order food**

* **Plan your order in advance**! If you leave it to the last minute it can be more difficult to order sustainably
* Specifically **request** that the restaurant serves your food with minimal packaging and **no utensils or napkins** unless they are absolutely needed.
* If possible, **pick up your food** if it’s close to campus instead of having it delivered and cut down on fossil fuel uses!
* **Don’t over order**! This cuts down on food waste and saves your club $$.
* If there is waste, **post it on @Free food at Penn** on Facebook and feed hungry college students instead of the landfill.

**How to serve food**

* Encourage members to **bring their own utensils** - everyone has silverware that they can carry around, wash, and reuse!
* Don’t give out water bottles or other single-serve beverages
* Have members **bring their own mugs** for hot drinks

**Ordering Merchandise**

**Where to order**

Order locally! Easy pickup, support local business, and reduce carbon footprint.

*Some suggested places*

* Reclaim Print Shop
  + https://www.facebook.com/reclaimprint/
  + (267)335-7089
* Marathon Embroidery Company Inc – 36th and Chestnut
  + <http://www.marathonembroidery.com/>
  + (215) 382-8000
* If you must order online, **order in advance** (i.e. not Prime)
  + Giving more time for the company allows more choices for the most sustainable method of travel for your order
  + Use **Amazon Locker**  to prevent multiple delivery attempts

**What to order**

* **Order in bulk** to cut down on excess packaging
* Order useful green merchandise – **reusable cups, mugs, water bottles** – an alternative to clothing
* *For any materials, remember that to make the biggest impact, follow this order:* 
  + *1. Reduce (Do not order anything you could borrow or don’t need)*
  + *2. Reuse*
  + *3. Recycle*

**Publicity and Promotion**

* Focus on social media promotion (less paper)
* Reuse paper
* **Target your specific audience** (location, flyer relevant people) instead of publicizing everywhere
* **Email out handouts** instead of printing them
* **Project the agenda on a screen** instead of printing out hard copies for each person

**Get Green Club Certified!**

**To get green club certified you only need to:**

1. **Attend a workshop!** Request a training [HERE](https://docs.google.com/forms/d/e/1FAIpQLSf_MlO9k9DSFQuh2CG5_3FEwotfbfcZ1cwlWBw9RVfaGnFGvw/viewform)
2. **Host a green event!** Submit a recap of your green event [HERE](https://docs.google.com/a/sas.upenn.edu/forms/d/e/1FAIpQLSf5grSYP9iJUnTukkQwquz4xoDP1-0lav_p6yti_EMzv_513g/viewform)
3. **Upload a picture** onto social media with #PennGreenEvent or send a picture of the green event to **ecorepspenn@gmail.com**
4. **Once your organization is green club certified we will recognize you on our website, social media platforms, and more!**

**Need help? Ask a student Eco-Rep for help greening your event! Email ecorepspenn@sas.upenn.edu**