

# HOW TO HOST A 'GREEN' MEETING



## WHAT WE DO:

### Food Service

- Serve food on re-useable dinnerware.
- Use cloth napkins.
- Use compostable, disposable dinnerware when re-useable dinnerware is not practical.
- Offer options to reduce food waste.
- Serve filtered water instead of bottled water.

### Marketing

- On-line communication & reservation services.

### Waste

- Recycle all paper, glass, and plastic used before, during, and after the event.
- Provide "Recycle Carts" instead of trashcans; contents are sorted and recycled by our staff.

### Energy

- Motion sensors installed on the lights in the bathrooms.

### Transportation

- Located on Cleveland RTA 86 Bus line.
- Bike racks on property.

### Other

- All-natural cleaning and lawn care services to reduce presence of toxic chemicals.

## WHAT YOU CAN DO:

### Food Service

- Provide an accurate count of the number of guests.
- Give known preferences ahead of time. (i.e. number of vegetarians, dietary restrictions)

### Marketing

- Use e-communications when possible for invitations, special announcements, and registration confirmation.
- Limit printed material at the event to essential pieces. (i.e. post one agenda for the group instead of printing individual copies)
- Consider alternative giveaways, including locally produced gifts, a consumable item (i.e. chocolate) or eliminate the giveaway completely and make a charitable donation.

### Waste

- Cooperate with our efforts to recycle all waste from your event.

### Energy

- Use natural lighting from the large windows.
- Utilize our outdoor spaces.

### Transportation

- Encourage carpooling by giving a special door prize to those who do.

## OUR SPACE OFFERS:

- Meeting rooms for 2—250 guests
- In-house food service
- A/V equipment
- Free parking
- Proximity to I-90, I-71, I-480 & CLE

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