



GREEN BEST PRACTICES CHECK LIST FOR CATERING

- Inform caterer of exact numbers to minimize waste.
- Donate leftover food to local shelters or food banks.
- Use “china”, silverware, linen napkins and tablecloths, or other reusable options if possible. When necessary, use bio-degradable and practice composting.
- Avoid unnecessary disposable items, i.e. coffee stirrers, etc.
- Provide items in bulk opposed to single serving whenever possible, i.e. condiments, beverages, etc.
- Do not pre-fill water glasses.
- Eliminate use of ice in water, juice pitchers and glasses.
- Offer Hydration Stations not individual plastic water bottles.
- Use food, wine, beer, and liquors that are local and organic. If the choice is between organic or local, choose the local option first.
- Provide fair trade, shade grown organic coffees and teas.
- Offer vegetarian options on menus.
- Request seasonal menus.
- Avoid offering threatened or endangered species, i.e. fish. Refer to list at website:
<http://www.montereybayaquarium.org/cr/seafoodwatch.asp>
- Use plants for centerpieces instead of flowers. Donate plants locally or give away to attendees at the end of show.
- Ask caterer to send menus and BEO’s electronically instead of paper or fax.
- If printed menus are necessary, use post consumer content paper and soy or vegetable inks.
- Ask kitchen to recycle their food service oil.
- Provide food in “buffet-style” instead of box lunches.
- Provide well marked recycling/composting receptacles throughout food service areas.