

Checklist for a Sustainable Event Menu

- Use locally grown/produced foods.
- Use organic foods
- Use fair trade coffees and teas
- Serve foods that need not be individually packaged or require utensils. Like fruits and vegetables or cheese and crackers.
- Use reusable dishes, cutlery, and glasses/cups. If this is not possible, use biodegradable dishes, cutlery and glassware. See Yale's Green Purchasing Site for suggestions on vendors.
- Use cloth tablecloths and napkins if possible. If not, at least use paper ones that are made from recycled paper.
- No individually wrapped condiments (no sugar/sugar alternative packets, no salt/pepper packets, no individual creamers). Use bowls and shakers that can be reused and people can serve themselves. Milk/cream should be in original cartons on ice or in pitcher.
- No plastic coffee stirrers, paper doilies, straws, or packets of plastic flatware.
- Use sustainable table centerpieces – such as potted plants, local/pesticide free flowers (check with Yale Sustainable Food Project for flowers from April through October), cut tree branches, candles, or fruits that guests can take home and reuse.
- If you're having a buffet, use smaller than dinner sized plates for the food. This disincentives people from taking too much food which would then just go to waste.
- Do not use disposable packaging, such as saran wrap. Aluminum foil can be used if it is washed afterwards so it can be recycled.
- If food is provided from local farms, note it as such. Place small cards in front of the food indicating what it is, from what farm, and where the farm is located.