

Ambler Eco-Aware Event Planning Guide

The Ambler Campus at Temple University is home to the Ambler Arboretum, landscape architecture and horticulture programs, and Ambler Greenhouse. The mission of these entities, as well as the interests and values of students, faculty, and staff within them, inherently seeks to live, work, and study while conserving, protecting, and bolstering resources and habitats.

The following information was created to reduce or eliminate waste, the use of resources, and carbon emissions related to organized events on the Ambler Campus of Temple University. The information below supplements the Sustainable Event Planning Guide produced by the Temple University Office of Sustainability. In the event of a conflict, information on this guide supersedes information on the Sustainable Event Planning Guide.

Ambler Campus
Sustainability Council



Eco-Friendly Logistics

- **Organize carpools to events.**
- **Livestream events.**
- **Reduce travel-related carbon emissions. Invite speakers that live exclusively in the Philadelphia Area.**
- **Have attendees RSVP online to avoid over-purchasing or over-preparing materials.**



Market Smart

- **Do without flyers and posters, if you can.**
- **Print flyers on 8.5”x 11” recycled paper.**
- **Hang flyers with:**
 - Push pins (best)**
 - Staples (ok)**
 - Reusable putty**
 - Removable tape**
- **Note flyer locations; designate a person to remove flyers.**
- **Remove flyers and reuse paper.**
- **Project event agenda or other information on screen. Ask attendees to photograph for personal use.**
- **Use social media to advertise events.**
- **Avoid giveaways. If you must, make giveaways practical (reusable mugs, water bottles, shopping bags, SEPTA passes).**



Buy Local

Whenever possible, purchase food, decorations, and other event needs from “local” businesses, rather than big-box, nationwide chain stores. A local business is one whose headquarters is within about 50 miles of Ambler.



Food & Drinks

Drinks

- Encourage attendees to bring their personal drink bottle.
- Clearly locate and direct attendees toward nearby water fountains
- If serving drinks and food is absolutely necessary, consider the following:
 - Offer pitchers of tap water
 - Offer Temple branded mugs or reusable cups.
 - Serve other drinks in 2-liter bottles.
 - Avoid individual drink servings.

Food

- If an event has a planned duration of 3 or more hours, especially during a meal time, and food service is offered, consider the following:
- Have attendees RSVP online to avoid over-purchasing or over-preparing materials.
- Serve food that does not require utensils.
- Reduce meat options or avoid serving it.
- Buy and serve food in bulk to minimize plastic wrapping waste. Avoid individual servings.



Serving Utensils & Dishware

- Offer paper plates exclusively, if reusable dishware is not available.
- Make serving utensils (preferably reusable) available for salads, soups, and dressings.
- Avoid serving utensils for sandwiches, cookies, and brownies.
- If cutlery is necessary, use reusable cutlery that can be washed. Wooden cutlery is preferred as a disposable cutlery. Avoid plastic cutlery.
- Ask attendees to take only those utensils needed to finish the meal.
- Offer paper napkins; ask attendees to take a napkin only if needed.
- Avoid compostable dishware, which requires a special facility to properly compost.
- Place recycling bins beside trash cans; consider composting!
- Publicly announce which utensils and dishware are recyclable.



Decorations

- Avoid balloons! Helium is a non-renewable resource. Balloons are not bio-degradable, and may be ingested by and kill wildlife.
- Consider reusable flags and banners to attract attention.
- With help from Ambler Arboretum Staff, obtain flowers or other plants as table settings.
- Purchase and reuse washable table linens. If no food is served, store, reuse, and wash infrequently. If food is served, seek a volunteer to wash and return the table cloth.