

# Organizing a Sustainable Event at Concordia



## ENVIRONMENTAL HEALTH AND SAFETY

### FOOD

- Make sure coffee, tea, sugar and chocolate are fair trade
- Concordia is a bottled water free campus; Water jugs should be available
- If you hire a caterer, request that the menu include some items that are locally sourced, organic, vegetarian/vegan, gluten free and dairy free
- If your event is self-catered, make sure to also offer these options
- When possible, prioritize seasonal produce (e.g. Quebec greens, tomatoes and berries in the summer; apples and roots vegetables in the fall and winter)
- If there is any seafood on your menu, make sure it has been sustainably harvested (MSC, Oceanwise and Sea Choice are labels that help you make smart choices)
- If eggs are on your menu, make sure they are “free run”, “free range” or organic
- If meat or poultry is on your menu, consider asking for local or organic products
- Encourage your caterer to donate leftovers to an organization that distributes them to people in need

### WASTE

- Plates, cutlery, cups and glasses should be reusable, compostable or recyclable. Avoid Plastic #6, Styrofoam, and Composites (ex: Chip bags, candy wrappers)
- Favour food that uses minimal packaging
- Carefully consider the necessity of giveaways. Ask yourself – “would anyone actually ever even remotely consider wearing this hat?”
- Use 100% post-consumer recycled unbleached paper napkins
- Ensure caterer is using reusable, compostable or recyclable serving platters and utensils
- Use wooden stir sticks instead of plastic, if using any
- Ask for condiments in bulk (e.g. milk, cream, fair trade sugar)
- Have compost bins for leftover food
- Have recycling bins if using any recyclable serving ware
- A clear sign on waste receptacles indicating what goes in where
- Ensure that all waste bins are placed together



### Food Sustainability Lexicon:

**Fair Trade:** Fair trade guarantees that producers meet predefined standards of social sustainability and are paid a decent price for their product. In buying fair trade, consumers support trading practices that empower marginalized rural populations.

**Free Run or Free Range Eggs:** “Cage free” hens can either be “free-run”, i.e. inside an open air enclosure, or “free-range”, i.e. with an access to the outdoors.

**Local:** At Concordia, “local food” is defined as food that is produced or processed in a radius of 500 kilometers of Montreal Island.

**Organic:** Organic farming and processing is a method of food production that respects environmental balance and fosters soils’ health, animals’ wellness and ecosystems’ preservation. Organic farms and processors have to be accredited by an authorized certifying body.