

# BOISE CITY GREEN MEETING GUIDELINES

## Reduce/Reuse/Recycle

Goal: Zero waste from city meetings and events

- Reduce Wastes
  - Buy snacks and beverages in bulk to avoid single-serving packaging waste
  - Invest in decorations that can be used year after year, or use houseplants or fruit bowls that can be awarded as door prizes
  - Choose finger foods such as fruit or cookies that don't require utensils
- Reuse Cups, Plates, Silverware, Linens
  - Stock your work kitchen with reusable cups, plates, and flatware for meetings and daily employee use. For larger, more formal celebrations, consider renting reusable dinnerware, flatware, and linens from a party supply business:
    - [tatesrents.com](http://tatesrents.com)
    - [tatestentsandevents.com](http://tatestentsandevents.com)
    - [brownrental.com](http://brownrental.com)
    - [eventrentidaho.com](http://eventrentidaho.com)
  - Use pitchers and carafes for beverages
  - Take reusable shopping bags with you to buy your supplies
- Bring Your Own
  - Ask your attendees to bring their own travel mug and refillable water bottle to avoid waste from single-use disposable cups and containers
  - If you expect leftovers, invite attendees to bring a reusable to-go container
- Recycle
  - If your meal is catered, ask the caterer to use recyclable packaging and observe these guidelines:
    - Deliver in boxes rather than plastic bags
    - Aluminum or plastic platters
    - Aluminum foil rather than cling-wrap
    - No single-serve condiments or beverages
    - Napkins and utensils provided on the side, not packaged individually with each meal
  - Collect coffee grounds and food scraps for composting at home

- If You Must Use Disposables
  - Choose plastic cups, plates, bowls (all recyclable)
  - Avoid foods that require utensils, as plastic utensils are not recyclable
  - Purchase food, condiments, and beverages in bulk to avoid single-serve packaging waste
  - Ask attendees to bring their own travel mug and water bottle
  - For hot beverages, choose a recycled-content paper cup (less environmentally harmful than foam, and there is no disposable cup for hot beverages that can be recycled in Boise)
  - Use recycled-content aluminum foil rather than cling-wrap
  - Choose recycled-content napkins and paper towels

*Note: Product selection varies, but recycled content napkins, foil, and paper cups are usually available at the Coop, Natural Grocers, and Whole Foods*

- Recycle

Plastics 1 – 7

Aluminum cans and foils (crumple)

Steel cans

Paper (not food contaminated)

Cardboard

Glass bottles and jars – collect separately from all other recyclables; deliver to your facility's glass-only recycling cart or to the closest city drop-off location

- DO NOT Recycle

Extruded polystyrene (Styrofoam)

- Avoid all foam products since they can't be recycled in Boise