W.5 We hold zero-waste staff meetings (at least 80% of the staff meetings are zero-waste).

**Intent**
Zero-waste mean that your office has eliminated unnecessary paper handouts and trash from its office meetings and events. This represents a strong office commitment to sustainability and provides an opportunity to show your office guests your dedication to reduce waste.

**Point Value**
2 points

**Instructions**

How to host a zero-waste event:
1. Provide electronic copies of all agendas and presentations. Ask attendees to only print if necessary and reduce handouts. Be sure to provide paper recycling for discarded print-outs. Project the agenda and other meeting materials onto a wall or screen during the meeting.
2. Remember to send out an informational email to all participants before the meeting. Remind them of your goals and remind them to bring their own mug and reduce printouts.
3. Ensure your meeting space has ample recycling and compost receptacles and that they are well labeled.
4. Provide filtered water and reusable cups and mugs or remind participants to bring their own.
5. If your staff meeting is catered, use a green caterer who can provide food and beverages on reusable platters that is served family style. Be sure to provide compost bins to collect leftover food. Inform the caterer of your goals and ask them to help by not providing single-serving packets or other disposable items but instead to provide all food in bulk and serve them on reusable platters.
6. Designate someone to take electronic meeting notes that will be distributed to attendees.

**Resources**
Recycling and Compost posters to label your bins can be found here:
http://www.upenn.edu/sustainability/resources/posters.html

Local Caterers who are prepared to provide reusables and other waste reducing options:
http://www.upenn.edu/sustainability/eventsguide.html#catering

The Green Events Guide provides information on working with green caterers. It also provides more detailed information and sample correspondence for larger events on transportation options, virtual attendance, energy use, and other sustainable considerations:
http://www.upenn.edu/sustainability/eventsguide.html