



IN YOUR OFFICE TO MAKE A CHANGE

If you need to print, print wisely!

For registration materials, attendee packets and handouts, use electronic documents when you can. When you need to print, use recycled paper and print on front and back.

Encourage guest speakers, too.

If you have guest speakers, ask them to comply with your green meeting standards. Suggest that they minimize paper use and help promote your green initiatives.

Green giveaways!

If vendors or exhibitors provide giveaways, suggest that they give products that are made from recycled materials, and only bring as many as they need.

Take a collection.

Encourage recycling by providing collection containers for all recyclable waste (paper, glass, plastic, aluminum cans, etc.). Collection bins should be near exits, eating areas and bars.

Share a meal.

If you have leftover banquet food, donate it to a homeless shelter, food bank or soup kitchen, if possible.

Get The Facts

1. If every American recycled just one-tenth of their newspapers, we would save about 25 million trees a year.
2. An average office worker uses over 10,000 sheets of paper per year.
3. Recycling offers significant energy savings over manufacturing with virgin materials.
4. Energy saved by recycling one ton of aluminum could fuel a car that gets 35mpg for over 82,000 miles.
5. Americans throw away enough wood and paper each year to heat five million homes for two hundred years.
6. Americans generate about 7.5 pounds of trash per person per day. That's up from only 2.7 pounds in 1960!
7. Paper makes up 40% of all landfill waste.
8. It takes 60% less energy to manufacture paper from recycled stock than from new materials.

“**Get The Facts**” are courtesy of the National Recycling Coalition, www.nrc-recycle.org