

MeetGreen® Minimum Guidelines - Caterer

Conference: _____

Conference Dates: _____

Caterer for Consideration: _____

The intended result of requiring MeetGreen® Strategies is to support the mission and values of Meeting Professionals International (MPI) by practicing sustainable, responsible meeting management strategies. MPI is committed to continually improving the strategic, environmental, social and economic impacts of their meetings in a way that demonstrates leadership and delivers high quality transformative education. This means working to track measurable environmental, business and host community benefits that result from implementing environmentally and socially responsible meeting practices.

Please note: MeetGreen® Strategies should be offered at no additional cost to the organization. Preference will be given to sites with a maximum number of policies/practices in place. These strategies serve as minimally expected practices. Additional detailed strategies may be required. Compliance language to ensure implementation will be included in final contract.

Please complete the following survey questions, indicating level of green practices. Circle the number or statement according to the following key:	
1	Yes, is currently available and/or implemented
2	Will commit to implementation in time for the start of conference/event.
3	Currently not available, and no future plans to implement

Caterer			
<i>Water conservation</i>			
Does the caterer implement water-saving strategies? For example: not pre-filling water glasses or providing a saucer under the coffee cup or offer large containers of drinking water rather than individual bottles.	1	2	3
Does the caterer reduce the use of ice in drinking water?	1	2	3
<i>Waste Minimization</i>			
Does the caterer implement a recycling program to recycle glass, aluminum, plastic, paper, grease and cardboard?	1	2	3
Does the caterer have a policy in place to reduce and reuse where possible and appropriate, and minimize paper usage?	1	2	3
Does the caterer donate leftover food?	1	2	3
Is catering staff trained to implement environmental policies?	1	2	3
Does the caterer serve juice, iced tea, coffee and water in pitchers?	1	2	3
Are condiments like sugar, jam, sauces and cream provided in bulk?	1	2	3
Does the caterer use china service? If not possible, use biodegradable disposable service ware?	1	2	3
Does the caterer use cloth napkins?	1	2	3
If paper cocktail napkins are used do they contain a minimum 35% post-consumer content?			



MeetGreen® Minimum Guidelines - Caterer

Hotel food outlets must not serve food or beverages in polystyrene (Styrofoam) containers in banquet or take-out service.	1	2	3
Will the caterer work with the organization at no cost to implement a composting system if available?	1	2	3
<i>Environmental purchases</i>			
Does the caterer purchase locally grown and organic foods and products wherever possible and affordable (minimum 15% of meals)?	1	2	3
Does the caterer purchase condiments and beverages in bulk?	1	2	3
Does the caterer offer sustainable menus with comparable prices?	1	2	3
Does the caterer provide fair trade, shade grown coffee?	1	2	3
Does the caterer purchase seafood according to responsible guidelines, such as the Monterey Bay Seafood Watch program?	1	2	3
Does the caterer use environmentally responsible cleaning products?	1	2	3

