



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## Getting Started on Going Green

### Food and Beverages

1. Choose a venue that donates food and composts food waste.
2. Discuss with the caterer local food choices to reduce food transportation costs.
3. Serve water from pitchers and avoid disposable bottles plates, cups and utensils.
4. Ask what recycled or recyclable materials are available.
5. Relax the rules about keeping buffet containers full to the brim.

### Site Selection

6. Pick a venue that's nearer to airports, train and bus stations, and that offers plentiful public transportation.
7. Encourage people to walk to shops or restaurants rather than cab it.
8. Find out if the venue is LEED certified.
9. Ensure that the venue's cleaning practices protect indoor air quality.

### Communication

10. Give attendees credit for helping make a positive impact by quantifying the efforts.

### On-Site Supplies

11. Reuse signage.
12. Collect badge holders to use again.

For additional ways to “green” your event, talk with the event planners at Monona Terrace. Call 608.261.4000 or email [info@mononaterrace.com](mailto:info@mononaterrace.com).