

Please join Santa Monica Public Library in their efforts to promote “green” meetings. Here’s how, check off the green good manners you employ at your meetings. See if you can increase the use of green meeting practices by improving each time you meet. Thank you for holding a green meeting and passing these practices on to others.

Company Name: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

Form completed by: \_\_\_\_\_

Email: \_\_\_\_\_

**CHECK OFF THE PRACTICES YOU UTILIZE IN YOUR MEETINGS:****1. Optimize paper use**

- Display documents on screen and e-mail handouts to participants.
- Print only critical documents and use both sides of the page.
- Choose paper with post-consumer recycled content.

**2. Travel Smart**

- The Main Library is accessible by Big Blue Bus routes 1, 7 and 10.
- Ride your bike. Bicycle parking racks are available.
- If driving, carpool with nearby attendees.

**3. Choose reusables**

- Provide reusable food service ware. Paper is preferable for disposable items.
- Avoid unnecessary disposable items like plastic straws and coffee stirrers.
- Purchase condiments, creamer and sugar in reusable bulk containers.
- Avoid bottled water. Provide water in pitchers with reusable cups. Ask attendees to bring an insulated drink container with a lid.

**4. Eat green**

- Have meals using local, organic, seasonal produce.
- Offer a vegetarian option.

**5. Recycle and compost**

- Use recycling bins that are conveniently located in each of the meeting rooms.
- Ask your caterer if they offer composting.

**6. Conserve energy**

- Turn off lights and equipment that are not being used.



The Santa Monica Public Library is a LEED Gold rated facility.  
For more information visit us at [smpl.org](http://smpl.org).