



**R**ecycling and  
**E**nvironmental  
**A**ction  
**P**lanning  
**S**ociety

# Greening Your Office

## Tips by Email

Attention: **Office Staff**  
Date: **December 2011**

From: **REAPS**  
Phone: **250-561-7327**

### **GREEN TIP #20 :**

## *Host a Green Office Meeting / Party*

Follow these simple steps and find out how you can achieve the triple goals of saving money, serving better food and taking care of the planet. Just because you want to go "green", it doesn't mean you need to cut back on the good times. Green events still enable you to enjoy events and be healthy and environmentally-friendly at the same time.

#### Invitations

- For party invitations, *consider using a free online service* such as [www.evite.com](http://www.evite.com). With its free electronic invitation service you'll save time and postage – and the cost of paper invites, too.

#### Decorations

- Bring the outdoors in.* Take a hint from Mother Nature – nature is beauty. Drape evergreen boughs and holly across the mantle, doorway, or food table. Gather items from your yard — such as pinecones — and add apples, limes, cranberries, and other natural items to give the greenery a festive look. Attach thin gauge wire to the boughs if you need to suspend them overhead.
- Create candleholders* out of household items like apples (carve out the center to make room for a taper) and tin cans (fill with water and freeze, then tape a design onto the outside and punch out the design using a nail and hammer).
- Create fragrant pomanders* by studding oranges with whole cloves and hanging them by a pretty holiday ribbon. The refreshing fragrance of these pomanders will fill your office for a long time, and they're a planet-friendly, easy-to-make, economical decoration. (They also make lovely gifts.)

#### Food & Merriment

- Keep the menu simple and the cost low.* For starters, buy in bulk — it reduces waste and cost. For the menu itself, consider themes such as dessert or hors d'oeuvres to save on the stress of preparing a big meal.
- Plan your menu around locally grown, seasonal fruits, and vegetables.* This supports local farmers and business, and also reduces pollution because the trip from farm to market is short. Did you know the average plate of food traveled 1500 miles to get there?
- Use washable table linens, napkins, cutlery, and dinnerware.* They're more elegant than the other disposable options, and they can be used time and time again.

#### Cleanup Patrol

- To help keep cleanup simple, *set up a recycling center* in your kitchen: one container for aluminum, one for glass, and one for compost.

*Any Questions or Suggestions? Call or Email us! 250 561 7327 or [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)*

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