



ATTORNEYS AT LAW
A PROFESSIONAL CORPORATION

GREENING THE FIRM MEETING AGENDA

*Prior to the meeting, please read the booklet:
“Greening the Firm: Overview & Best Practices.”*

1. Green Practices in Law Firms

- *Climate Change and the Economy*
- *Customers, Clients and Law Firms Go Green*
- *National & State-wide Trends – Review Tabs A through C*

2. Workshop – C&W Goes Green

- *A. Personal choices*
- *B. C&W practices - What the firm already does*
- *C. Tenant challenges - What the building promotes*
- *D. Vendor choices – All State Legal FSC Chain of Custody*
- *E. The Paper Chase – Duplex printing, Document scanning*
- *F. Recycling in the Kitchen, Offices & Workstations*

3. ABA-EPA Law Office Climate Challenge Overview

- *FYI: Going Green – ABA Technical Resource Center*
- *ABA-EPA Law Office Climate Challenge –ABA Section of Environment, Energy, and Resources*
- *ABA-EPA Law Office Climate Challenge Enrollment Form*
- *ABA-EPA Law Office Climate Challenge Waste Wise Program Best Practices –ABA Section of Environment, Energy, and Resources*
- *FAQ – ABA-EPE Waste Wise Program*
- *Waste Wise Partner Registration Form*
- *Waste Wise Assessment Form*

4. Marketing, Communicating and Promoting to Clients

- *Green Giveaways*
- *Website Initiatives*
- *Client Newsletters*