



CHECKLIST

EVENT PROMOTION

- **Your event is advertised electronically. Include this [footer](#) in your promotion emails**
> Email promotion to green@umiami.edu
- **For meetings, agendas are not printed but sent electronically in advance.** (or double sided on at least 30% recycled paper, black ink)
- **Provide audio or video conferencing options for your meeting**
> Email copy of Video/Conf.Call set up to green@umiami.edu

FOOD and SUPPLY

- **Order a Green Menu. Here is a [sample](#) for inspiration**
Menu main guidelines:
 - Choose finger food and pick up desserts to avoid silver ware if possible
 - Use napkins instead of plates
 - Vegetarian/Vegan options
 - Use recycled paper napkins, and biodegradable silver ware> Take pictures of buffet
- **You agreed with one of UM departments to bring them leftovers after the event**
> Copy email to green@umiami.edu
- **Refillable water dispensers or pitchers are used, no water bottles** > Take pictures
- **Reuse the supply that you stored from past events**
> Take pictures
- **For small meetings, ask individuals to bring their own water bottle or coffee mug**

EVENT WASTE

- **No Styrofoam items are used during the event**
> Take pictures
- **Your Work Order for additional Custodial services include dual Recycling / Trash bins** > Place your work order by calling 305-284-8282
> Copy email to green@umiami.edu
- **Place a bin at entrance to collect and reuse any name tag holders**

SPECIAL OFFER: 10 reusable water bottles for your event when you apply for the first time.



The Department/Office of { }
 requests Green U Event Certification for { }
 to be held on { } at { }.

The Department/Office has read and understands the list of requirements to obtain Green U Event Certification and confirms its intention to follow those guidelines.

The Department/Office commits to sending the required documents within 5 days of the event's conclusion.

By accepting this agreement, the Department/Office authorizes Green U to use the submitted pictures and documents for its own promotional purposes.

The Department/Office acknowledges the benefits of applying for Green U Event Certification:

- Receive help and resources from the Green U office
- Show event audience that Department/Office is fully committed to sustainability, one of UM's core values
- Green U will promote the event's green efforts via social media

Green U hereby authorizes the use of the Green Event Certification Program logo on every promotional material.

SPECIAL OFFER: 10 reusable water bottles for your event when you apply for the first time.

I/We, representative(s) of the above office or department applying for Green U Event Certification, sign below that to the best of my/our knowledge, this office commits to successfully complete all applicable steps required by the Green U - Office of Sustainability.

Director AND/OR Office manager Signature

Green U manager Signature

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