CHECKLIST

EVENT PROMOTION

☐ Your event is advertised electronically. Include this footer in your promotion emails
   > Email promotion to greenu@miami.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 greenu@miami.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 greenu@miami.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 greenu@miami.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.

<table>
<thead>
<tr>
<th>Director AND/OR Office manager Signature</th>
<th>Green U manager Signature</th>
</tr>
</thead>
</table>