CHECKLIST

EVENT PROMOTION
- Your event is advertised electronically. Include this footer in your promotion emails
- Avoid printing agendas (or double sided on at least 30% recycled paper)
- Provide audio or video conferencing options for your meeting

FOOD
- Order a Green Menu from our local caterers. Here is a sample for inspiration. Ask our catering partners for quotes: UM Dining. 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
- You agreed with one of UM departments to bring them leftovers after the event. Ask your caterer to add compostable to go boxes for your guests.
- Reuse the supply that you stored from past events
- For small meetings, ask individuals to bring their own water bottle or coffee mug
- If hiring food trucks - they are not allowed to idle on premise. Generators are ok.

EVENT WASTE
- NO Styrofoam NOR single use plastic items are used during the event (bottles, utensils, cups, stirrer, straws, plates, bags, giveaways…)
  > Choose Reusable first, and biodegradable disposable second (order Emerald brand through U Market Place Canteen catalog).
- Choose Aluminum cans over plastic bottles (ask our catering partners for quotes: UM Dining)
- You may not use any balloons or glitter in decorating your event
- Your Work Order for additional Custodial services include dual Recycling / Trash bins
- Place a bin at entrance to collect and reuse any name tag holders
- Design signage that can be reused for future events

GO A STEP FURTHER…
- Add Compost bins for food waste> contact back2Earth for logistics
- Recycle additional “non-conventional plastic” and other items> contact Terracycle for logistics
- Promote Green U and local environmental NGOs during the event

By following these guidelines, your office commits to make its events gentler on the environment.
Feel free to use this logo on your promotional material:

Contact greenu@miami.edu if you need help