

# Green Event Checklist

## Prerequisites

Action Item	Yes	No	N/A
No polystyrene (Styrofoam) is used during the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make recycling bins WITH LIDS available throughout the event space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*The above prerequisites must be met to achieve a Green Event certification.*

## Education

Action Item	Yes	No	N/A
Announce sustainable event features to attendees and include an explanation of what to recycle/compost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share sustainable event features with other event planners and colleagues to encourage others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Energy Efficiency

Action Item	Yes	No	N/A
Use natural light instead of indoor lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch off and unplug all added indoor lighting, A/V equipment, and electronics when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Green Event Checklist

Food			
Action Item	Yes	No	N/A
Require attendees to RSVP for an accurate headcount.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order a Green Menu from UM Dining.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve a vegetarian or vegan menu.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repurpose or donate leftover food.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose finger foods / foods that do not require silverware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose reusable or biodegradable silverware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact GreenU to set up a composting station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure food trucks do not idle on the premises. Generators are okay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Transportation

Action Item	Yes	No	N/A
Provide audio or video conferencing options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage attendees to use sustainable commuting options for all events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend local accommodations to overnight guests that are accessible via public transit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Waste

Action Item	Yes	No	N/A
Minimize paper use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use FSC-certified or 100% post-consumer recycled paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use reusable event promotion materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose reusable, biodegradable, or recyclable event decor, and avoid using balloons and glitter outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship your decorations in bulk to reduce packaging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extend the shipment period of your decorations to 7-day delivery instead of the shortest delivery period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instead of water bottles, provide tap water and paper cups or water in aluminum cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>