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# Green Event Checklist

University of Miami Event Sustainability Guidelines



## Before the Event


- ☐ Invite a sustainability focused organization to table at the event, providing education and resources (contact [greenU@miami.edu](mailto:greenU@miami.edu) for help).
- ☐ Food ordered is from a [Green Menu of UM Dining](#). If an external caterer is used, they receive the following memo: *"Please be gentle to Planet Earth, choose compostable and biodegradable over single use plastic items, and make sure your menu offers vegetarian and vegan options"*
- ☐ GreenU was contacted to help set up a composting station, and a plastic bag recycling bin.
- ☐ The main organizer watched this [Green Event video](#).
- ☐ Vendors received the following memo *"Please be gentle to Planet Earth, choose sustainable giveaways over single use plastic ones + flatten and take your cardboard boxes next to a recycling bin"*.

## Waste Reduction

- ☐ The foods selected are finger foods or other items that do not require silverware.
- ☐ If silverware is required it is reusable or biodegradable.
- ☐ Plates and cups are reusable or biodegradable.
- ☐ Single-use decorations (i.e confetti, streamers, glitter) will not be in use.
- ☐ Giveaway items are reasonably reusable to avoid contributing to single-use waste.
- ☐ Giveaway items are not wasteful plastic or foam (i.e stress balls, knick-knacks, etc)
- ☐ Paper use is minimized, Forest Stewardship Council certified, and recycled.
- ☐ Collect any device provided to attendants by placing bins labeled for that purpose in strategic locations (lighting bracelets, pom pom, beads...), store them after the event for future use.

## During the Event

- ☐ Recycling bins with lids are available (Place a Recycling/Trash Work Order with ABM).
  - ☐ Designate a spot for cardboard recycling (select one of the recycling bins, and tape a sign on it: *"CARDBOARD RECYCLING: flatten your boxes and place them next to this bin"*).
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- ☐ Include this [logo](#) in your promotional material and mention “*Our event is Green U certified*” in your introduction address.
  - ☐ Serve condiments/spreads in bulk instead of individually wrapped.
  - ☐ Helium balloons are not used outdoors.

## After the Event

- ☐ Leftover food is repurposed or donated (place additional compostable to go boxes at the end of the buffet table for easy grab by attendees).
- ☐ If this is a recurring event, leftover food is assessed to reduce ordering for next time.
- ☐ Leftover promotional materials and decorations are stored for reuse/repurpose.

**For any questions, help and support, contact [greenu@miami.edu](mailto:greenu@miami.edu)**