

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 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"*).



- 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