

Green Events Certification Checklist

To be Green Certified your event must:

1. Meet all of the prerequisites.
2. Incorporate a minimum of two green strategies under Dining Materials.
3. Incorporate a minimum of three green strategies under Food Services.
4. Incorporate a minimum of three green strategies under Event Communication and Promotion.

Point allocation is based on event size. Points will be allocated in the following manner:

- Fewer than 10 people = 1 point
- 11-30 people = 2 points
- 31-50 people = 3 points
- 51-100 people = 4 points
- over 100 people = 5 points

Green Event Prerequisites

All of the items below are required to be met in order for your event to be Green Certified.

- The event took place at the University or carpool/mass transit was provided to the event.
- No individually packaged drinks were provided (i.e. one use water bottles, soda cans, etc.). Instead large beverage serving containers were used.
- No boxed or individually packaged meals were provided (buffet or family style).
- Recycling bins were present with signs.
- Event participants were provided with education about the event's green strategies.
- Any paper used to market the event contained a minimum of 30% recycled content and amount used was minimized (i.e. double-sided copies). Please note that recycled content paper may not be in stock at the WSU Copy Center or through Printing Services and may have to be pre-ordered. Also, for quality printing, a higher weight paper may need to be used.
- No Styrofoam was used.

Chosen Green Strategies

To be Green Certified, your event must incorporate a minimum number of green strategies in the Dining Materials, Food Services, and Event Communication & Promotion categories below.

Dining Materials

A minimum of 2 green strategies from the list below must be incorporated into your event.

- Dishes/utensils were made of recycled content or rapidly renewable materials.
- Reusable dishes & utensils were used (counts as 2 strategies).
- Reusable tablecloths and napkins were used.
- Event used recycled content and unbleached or chlorine-free paper products (like coffee filters and napkins).

Food Services

A minimum of 3 green strategies from the list below must be incorporated into your event.

- 100% vegetarian or vegan meal was provided (event menu must be attached below).
- 50% or more of meal ingredients were organic or locally sourced (within 250 mile radius).
- Fair Trade, Rainforest Alliance, and/or Organic coffees and teas were served.
- Leftovers were donated through WSU's Food Recovery Network.
- Food scraps were composted.
- Condiments were provided in bulk (not individually packaged).
- Attendees were educated about sustainable foods served at the event.

Event Communication & Promotion

A minimum of 3 green strategies from the following list must be incorporated into your event.

- No give-aways were provided.
- If give-aways were provided they were made of recycled content, rapidly renewable materials, or other sustainable materials. Give-aways constructed of durable materials that may be reused many times may also count.
- Event was paperless.
- If the event was not paperless, printed materials were on 100% recycled-content paper. Please note that recycled content paper may not be in stock at the WSU Copy Center or through Printing Services and may have to be pre-ordered. Also, for quality printing, a higher weight paper may need to be used.
- At least 50% of the event's signs, posters, and banners are reusable.
- Name tags, supplies, artwork, and decorations are reused from previous events or will be reused at a future event.

Innovation Credit

1 extra point is available for innovation. Innovations will be approved by the Energy & Sustainability Office.