

# Green Event Guidelines

When hosting an event on or off campus, use this guide to implement green event strategies.

## A green event consists of the following:

- The event takes place at the University, has an option for virtual attendance, or carpool/mass transit is provided to the event.
- Large beverage serving containers are provided in place of individually packaged drinks (i.e., single-use water bottles, soda cans, etc.).
- Either reusable dishes/utensils are used, or dishes/utensils are made of recycled content or rapidly renewable materials (no Styrofoam).
- Utilize buffet or family style meal options instead of boxed or individually packaged meals.
- Vegetarian and/or vegan meal options are provided.
- Recycling bins are present with appropriate signage to reduce contamination.
- Use non-glossy 100% recycled content paper for event marketing. To reduce paper usage, utilize double-sided printing or go paperless.
- SWAG or giveaway items are reusable and/or made of recycled content, rapidly renewable materials, or FSC certified materials.
- Share information about accessibility and/or ask participants about any ADA necessities they require prior to event.
- Education about the event's green strategies is provided.

### Green Team Checklist (OE-3)

Points are awarded based on the percentage of green events vs. total events hosted by the department or office.

## OUTREACH AND EDUCATION



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