

Green Events Guide Checklist

Planning

- Choose an accessible time and venue
- Hold events outdoors or in one of our LEED certified buildings, such as Discovery Hall, Innovation Hall, and Mobius Hall (CC3)
- Promote alternative transportation to and from the event by encouraging attendees to arrive using a method other than a single occupancy vehicle (bus, carpool, vanpool, bike, walk, etc)
- Choose times when buildings are already in use to avoid expending extra electricity and energy for heating.

Marketing

- Online RSVP forms
- If using printed material, use 100% recycled paper when possible or reduce ink usage by choosing smaller fonts, printing in grayscale, using serif fonts, and decreasing opacity.
- Email event schedule/timeline to attendees instead of printing it out.
- Use digital signage and electronic media to inform participants about event
- Communicate the intention of the event being “green” by including a sustainability statement when promoting the event.

Food

- Request whole food options from Aramark
- Request foods that are in season and organically produced
- Offer plant-based options as defaults. Try to aim for at minimum 50% plant-based or meat-alternatives.
- Source reusable or compostable cups, plates, napkins, utensils. [See these approved items.](#)
- Use pitchers of water instead of bottled water
- Make a plan to donate/bring leftover food to students, staff and faculty
- Encourage attendants to save leftovers instead of throwing them away. Bonus points if you ask attendees to bring their own reusable containers and utensils!
- Ask your department if they offer reusable coffee carafes, water pitchers, etc
 - (Potentially) Request items from UWB Sustainability: uwbsust@uw.edu

Decorations

- Invest in reusable, timeless decorations
- Choose recyclable or compostable décor. If using florals, ask for locally grown ones!
- Buy second-hand or rent
- Use recyclable or reusable materials for name badges, paper communications

- Eliminate single-use disposables such as balloons or confetti

Giveaways

- Make QR Code handouts instead of printed materials
- Provide gift cards to local shops
- Give away items that are practical (gift cards, school supplies, consumables, etc.) or high-value rather than things people won't use again

Waste

- Group waste bins together in "triple stations"
- Clearly label each bin with proper signage
- Offer 50% more compost and recycling stations than garbage. This is to encourage attendees to use less items that are not recyclable or compostable
- Reuse unused marketing/event materials
- Conduct waste audits after event
- Make a waste free event! Eliminate the need for garbage altogether by ensuring that everything is recyclable or compostable and remove the garbage cans entirely.

Innovation

- Come up with a sustainable action that is not on this checklist. Doing so earns them additional points.