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*We designed this Green Events Checklist to help you*

*organize sustainable events that align with the U's values and goals!*

*The University of Utah hosts hundreds of events each year, which often consume energy, produce waste and transportation emissions, and have a significant impact on the environment. By making sustainable event-planning choices, you can reduce your department's impact and help green the U.*

**There are several categories that go into making an event. The sustainability office has created a list of ways to be more sustainable within each of these categories.**

| EVENT INFORMATION | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | Email: |  | | | |
| Date: |  |  | | |  | | |
| Department: |  |  | | |  | | |
| Event Title: |  | | | | | Event Date: |  |

**1. Food and Food Service**

Serving food from local businesses and farmers both supports the local economy and reduces transportation emissions. Providers can also reduce waste by using less, reusing existing supplies, and supporting composting and recycling.

* Water is provided in pitchers.
* Participants are encouraged to bring their own reusable mug or flatware.
* No Styrofoam products are used.
* Cloth tablecloths and/or cloth napkins are used.
* Condiments, sauces, spreads, chips, and/or other items are served in bulk.
* The event food has vegan/vegetarian options and is inclusive of guests’ dietary restrictions.
* 40% or more of food is [organic](http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateC&navID=NationalOrganicProgram&leftNav=NationalOrganicProgram&page=NOPConsumers&description=Consumers&acct=nopgeninfo), [local](https://www.utahsown.org/), [real](http://www.100daysofrealfood.com/real-food-defined-a-k-a-the-rules/), and/or [fai](http://www.fairtradeusa.org/what-is-fair-trade)r trade certified
  + **OR, no food is provided** and participants are encouraged to bring their own meals in reusable containers.
* Reusable or recyclable cups are provided. Depending on your event location on campus, plastics #1 and #2 may be the only plastics recycled. Choose disposables based on the following:

Composting (if available): Choose simple paper (no wax/ink) or plant-based compostable cup

Recycling is available and collection container(s) provided:

Choose beverages in aluminum cans

Choose plastic with recycling symbol on cup

Choose beverages with recycling symbol on bottle

* Reusable flatware is used. [University Catering](https://ukic.utah.edu/services/chartwells.php) offers china, cloth napkins, tablecloths, glassware, and washable flatware for $2.00/plate.

**2. Waste**

Waste management is a big part of any event. If extra recycling bins are needed for your event on campus, contact your Recycling Coordinator.

* Reusable items are used to minimize waste.
* Recycling bins are clearly and conveniently placed adjacent to all trash cans. Arrange with the building custodial crew or the area recycling coordinator.
* Clear signage is put up indicating which materials go into what recycling bin.
* Volunteer(s) or staff are available to help guests sort their waste.
* Leftover food and beverages are given to participants or donated. Donations can include inviting students to eat any leftovers or contacting the U of U Food Recovery Network, email [foodrecovery.uofu@gmail.com](mailto:foodrecovery.uofu@gmail.com).

**3. Transportation**

Over 25 percent of all campus emissions are transportation-related. Reduce your event’s transportation emissions with these ideas:

* The event is held on campus.
* Venue is accessible by foot, bicycle, Campus Shuttles, or public transportation.
* Out of town/state guests attend via video or teleconferencing.
* Secure bicycle and locker storage is provided for participants. Contact [Commuter Services](http://www.commuterservices.utah.edu/)   
  for bike corral costs and information.
* Event time is scheduled with consideration for [public transportation](http://www.rideuta.com/) timings, including buses   
  and TRAX. Remember: Bus frequency drops after 6 p.m.
* [Public transportation](http://www.rideuta.com/) timetables, maps, and routes to the event are made available. These can be provided as part of the event/meeting invitation.

**4. Marketing and Handouts**

Distribute materials electronically and look into reusable alternative solutions to reduce waste.

* Name tags or badges are collected at the end of the event to be reused or recycled.
* Printed materials are printed with an eco-friendly font (i.e. Century Gothic, Times Roman, Calibri, Verdana, Arial, Courier, and [Ecofont](http://www.ecofont.com)).
* Registration, announcements and updates for event are done electronically.
* Event guides/agendas/programs are distributed electronically.
* There is a convenient drop off point for all unwanted handouts, give-aways, and accessories.
* Printing is entirely eliminated. Or, unavoidable printing is double sided on FSC Certified,   
  post-consumer recycled and/or chlorine-free paper.
* Gifts or favors are locally made.

**5. Energy and Offsets**

Consider energy alternatives you can utilize at your events to reduce electricity use.

* Natural light is utilized instead of indoor lighting and/or only lighting that is necessary is used. Please include a count of how many fixtures were kept on or turned off at your event.

Fixtures On:       Fixtures Off:

* Event space chosen utilizes only energy efficient LED lighting.

**The Sustainability Office wants to hear about your event! If you would like us to share information about your Green Event, email us a copy of this checklist indicating how you greened your event, a summary of your activities, and any photos you would like us to share on social media or via other outlets to our email:** [**GreenOffice@utah.edu**](mailto:GreenOffice@utah.edu)