

Green Event Checklist

Large Off Campus Events – Examples Include: Department Retreats, Alumni Events, Conferences, and Symposia

Topic	Individual Responsible	Completion Date
Location		
Choose a location that is accessible via public transit and include specific directions (transit lines, stop names and links to more info). List public transit directions first, followed by carpooling info (e.g. an online ride-sharing tool such as NuRide or GoLoco), then car and parking info.		
Use the EPA's 10 Point checklist for evaluating event facilities. Find one using the resources on the Green Event Resources page .		
Provide a video or teleconferencing option for remote participants		
Materials		
Send out invitations and reminders via email		
If you must send out paper invitations, use recycled content paper, vegetable based inks and logos that encourage individuals to recycle their invitations		
Encourage individuals to RSVP using email, online, phone calls, or in person rather than leaving reply cards or notes		
For conferences, use mobile applications like Guidebook instead of printing out programs		
When decorations are necessary, use reusable decorations (e.g. tablecloths, potted plants, or bowls with different combinations of water and flowers at different events)		
Collect and reuse name tag holders		
Provide eco-friendly speaker gifts such as carbon offsets for their travel or useful items that can be used at your event or in the future (e.g. reusable bags, mugs). Eco-friendly awards and plaques are also available.		
Food		
Select a caterer who uses sustainable practices such as local and/or organic food, a serving dish reuse program, eco-friendly dishes, and has a good selection of vegetarian options.		
Use reusable dishware (e.g. china) if possible		
If reusable dishes are not used, encourage people to bring their own mug		
Choose hors d'oeuvres that can be consumed		

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without utensils or bowls (e.g. finger food)		
Use napkins for finger foods and simple desserts (cookies, brownies) instead of plates		
If disposables are used, provide compostable [†] or recyclable* plates and utensils		
Use napkins made from recycled content paper		
Request pitchers or cartons of milk, creamer and sweeteners		
Request pitchers or carafes for drinks, including water (you might need to remind caterers to NOT provide bottled water)		
Offer primarily vegetarian food. Avoid red meat or unsustainably-sourced seafood .		
Waste		
Announce waste disposal options before meal begins or during meal, especially if there is composting available		
Request clearly labeled recycling bins to be placed wherever there are trash bins		
Communication		
Draw attention to eco-friendly aspects of your event with signs or info in your program		
Brief all volunteers and staff about eco-friendly aspects of your event so that they explain them to others		