Green Event Checklist

Large On Campus Events – Examples Include: Homecoming, Open Houses (Community Day, Jumbo Days), Celebrity Lectures, Alumni Events, Conferences, and Symposia.

In addition to the tips outlined in the Large Off-Campus Events checklist, the following items are specific to Tufts

Topic	Individual Responsible	Completion Date
Location		
Provide attendees information on how to get to Tufts via public transit and/or the Joey. Suggest an online carpool tool such as NuRide or GoLoco.		
Provide a video or teleconferencing option for remote participants		
Materials		
Request cloth tablecloths		
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		
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		
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		
Give away branded water bottles or mugs to participants (purchase through Tufts' preferred promotional product vendors like Imprint Express)		
Request an eco-friendly meal from catering		
Choose hors d'oeuvres that can be consumed without utensils or bowls (e.g. finger food)		
Request pitchers or carafes for drinks, including		

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water (you might need to remind caterers to NOT provide bottled water)		
If inside, label water fountains as place to fill up water bottles. Provide cabros, glass drink dispensers or pitchers of water. If outside, request outdoor water fountains to be put up by facilities (available on the academic quad and near Gifford House)		
Bring surplus food back to the office for students and colleagues. If you have a lot tweet about it with the hash tag #freefoodattufts		
If disposables are used, provide compostable[†] or recyclable* plates and utensils		
Use napkins made from recycled content paper		
Offer primarily vegetarian food. Avoid red meat or unsustainably-sourced seafood.		
Waste		
Arrange to compost food waste. Note that if you do, you will want a "waste advisor" by the waste bins to help individuals dispose of their waste properly (contact Tufts Recycles for help with this, tuftsrecycles@gmail.com)		
Request clearly labeled recycling bins to be placed wherever there are trash bins		
Announce waste disposal options before meal begins or during meal, especially if there is composting available		
Communication		
Brief all volunteers and staff about eco-friendly aspects of your event so that they explain them to others		
Draw attention to eco-friendly aspects of your event with signs or info in your program		
Let out of town guest know about the Zipcars available on campus		
Include information in their packets about what is recyclable at Tufts (all paper products, glass and metal containers and all rigid plastic)		
Use the Tufts Gets Green and/or Tufts Prints Green logo on your event materials and website (contact sustainabilityoffice@tufts.edu)		

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