

# FIU Green Event Checklist

Spring 2015

The FIU Green Event Checklist is a voluntary program that organizations within the university can use to make their events more sustainable.

Action items are listed on the following pages in different event planning areas. Check off the items that you are doing or are committed to doing for your event.

We recommend that you discuss the items you are trying to implement with your event implementation team and also to your guest who attend the event. Items can be implemented in any order and on any scale. Not all items will be applicable to every event.

If your organization implements at least 10 items on the checklist, we will feature your organization and event on the GoGreen.FIU.edu website and related social media. Just check off the boxes of the items you have completed, fill in the information below, and email it to GoGreen@FIU.edu.

Name \_\_\_\_\_

Office/Department Name \_\_\_\_\_

Location \_\_\_\_\_

Number of people in Office/Department \_\_\_\_\_

Head of Office/Department \_\_\_\_\_

By filling in the information above and submitting it to the FIU Office of University Sustainability, I am certifying that my office has completed the items checked off below.

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## Before the Event – Planning & Logistics

- ☐ Use naturally lit and energy efficient event spaces when available or when possible.
- ☐ Schedule our event during the daytime and outside.
- ☐ Recommend a lodging site near the event if one is needed.  
We consider green purchasing practices for program materials, equipment, cleaning supplies, etc.
- ☐ Request recycling bins from Facilities Management or building event manager.
- ☐ Use on-campus services or local rental services.

## Before the Event – Communications and Supplies

- ☐ Use decorations that can be reused or donated. Examples, potted plants.
- ☐ Use dry erase boards rather than flip chart paper and PowerPoint's rather than handouts.
- ☐ Use reusable name badge holders and collect them at the end of the event.
- ☐ Use reusable mugs or cups as promotional products or giveaways.
- ☐ If event requires pre-registration, use online resources to confirm event registrations and provide event updates via email.
- ☐ Use web-based promotion and do not include dates on printed materials so they can be reused.
- ☐ If printed materials are used, print on FSC certified paper or at least 30% post-consumer recycled paper. Unused printed materials should be recycled.
- ☐ If printed materials are used, print on both sides of the paper. Unused printed materials should be recycled.
- ☐ Minimize the number of printed materials by avoiding copies for every participant. Instead, provide some printed information in public areas and provide handouts or transcripts via email.

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## Before the Event – Food

- ☐ Seek local, sustainable caterers with organic, local and seasonal options.
- ☐ Provide vegetarian alternatives for guests.
- ☐ Avoid food with lots of packaging, such as individually wrapped items.
- ☐ Serve fair trade coffee.
- ☐ Purchase snacks and condiments in bulk.
- ☐ Use reusable dishware and utensils. Where this is not possible, seek environmentally friendly options such as recycled content and biodegradable products.
- ☐ Use reusable linens, either from caterers or provided separately.
- ☐ Encourage participants to bring their own mugs or cups.
- ☐ Ensure there is access to a water fountain or provide water in bulk. Purchase and distribution of plastic drink bottles is highly discouraged.
- ☐ If drink refreshments are served in plastic water bottles or aluminum cans, provide recycling bins that are accessible and clearly marked.

## Transportation to the Event

- ☐ Encourage biking, walking, public transportation and carpooling to the event by choosing an easily accessible and convenient location and informing participants about these options.
- ☐ Allow teleconferencing if appropriate and bring in local speakers.
- ☐ Provide shuttles and information about carpooling and local bus transportation.

## During and After the Event

- ☐ Provide appropriate recycling signs to make recycling easy. Recycle all paper, plastic bottles, metals, glass, and cardboard. Remind participants about recycling during breaks.
- ☐ Ensure that all lights and equipment are turned off after the event.