Green Events

Step-by-Step Guide
Before the event

- Make green goals
  - Analyze where can your event be greener
  - Decide which sustainability badge are you aiming for
- Choose sustainable food choices
  - Find a certified green caterer in our directory
  - Confirm that all service-wares are reusable
  - Calculate the size of your event to ensure that food will not go to waste
  - Contact one of the local community kitchens in our directory to donate leftovers
- Reserve recycling bins through your venue location
- Eliminate bottled water by encouraging attendees to bring a reusable bottle or providing glasses
- Minimize promotional items, decorations, and giveaways. If these items are necessary, consider items that are made locally, reusable, organic, or fair trade (example: soaps, dried herbs, potted plants, t-shirts, coffee or tea).
- Minimize printed materials
  - Utilize campus resources such as the IDS and electronic newsletters
  - Send event materials through e-mail and encourage participants to read them on a portable device during the event
  - Project information on a tv screen or LD projector during the event
- Encourage alternative transportation
  - Select a central, easy to access location and consider webcasting the event.
  - Encourage attendees to use alternative modes of travel such as buses, walking, biking, or carpooling. Link the interactive bus map to your digital invites
- Make reservations for a room that is of a right size and utilizes natural light
- Help IUOS by posting the Green Events logo, contact information, and your sustainability badge on promotional and event materials.

Day of the event

- Find ways to conserve energy
  - Dim or shut off unneeded or excessive lighting and shut off equipment when not in use
- Promote your sustainability efforts
  - Announce your green commitment at the event
  - Make an announcement about the location of the recycling bins
  - Strategically place recycling bins in high visibility areas
- Check for proper waste bin set up
  - double check that all bins are in high traffic areas and labeled correctly
  - offer examples of what is and is not allowed in bins

After the event

- Donate leftover food
- Save reusable materials
- Turn off all lighting and electronics
- Fill out the post event survey so we can see how to improve our certification process.