# Greening your UCCS EventA Checklist for Event Organizers

Events can use a lot of energy and produce a lot of waste. Here is a short check list to help you minimize the environmental impact of your event.

**Before Your Event**

* **Event advertising minimizes waste**
	+ Market using e-mail, Facebook, websites, public LCD screens, chalking, UCCS Event Calendar, Clyde’s Commons, or Commode Chronicles, rather than posters or flyers.
	+ If you use posters, consider printing on the back of already used paper.
* **Transportation** **and energy requirements are reduced**
	+ Select a central location accessible by foot or public transportation.
	+ If event is off-campus, use public transportation or organize a carpool.
	+ Consider teleconferencing events so that people won’t have to travel to participate. Request through Media Services at <http://www.uccs.edu/~mediaservices/>.
* **General supplies and promotional items/giveaways are environmentally friendly**
	+ Avoid purchasing giveaways if they are not vital to the mission of your event. Remember that “green” events mean less consumption and waste.
	+ If purchasing general supplies or promotional items/giveaways, look for “eco-friendly” options.
* **Food choices** **are environmentally friendly**
	+ Ask Sodexo to provide locally grown, seasonal and organic foods whenever possible.
	+ Select real washable dishware when possible. For box lunches, Sodexo may offer Clyde’s Carryout Containers. Make sure that attendees return containers at the end of the event.
	+ Try to accurately gauge the size of your event and avoid getting more food or utensils than you need.
	+ Serve appetizers and finger food to minimize the use of utensils.
	+ Request sugar bowls, salt and pepper shakers, and condiment pumps instead of individual condiments.
	+ Serve vegetarian meals or less meat; meat production is energy intensive and inefficient.
	+ Don’t default to pizza, consider healthier options with less waste. If you do choose pizza, compost the boxes.
	+ Have a plan to make sure any leftovers or unused utensils do not go to waste. Care and Share and the Marion Soup Kitchen are local organizations that accept donations.
	+ Compost food waste at the end of the event.
* **Beverage choices** **minimize waste**
	+ Avoid individually packaged beverages, especially bottled water. Request cambros (the big plastic containers) of coffee, water, tea or juice. Provide pitchers for water.
	+ Choose recyclable or compostable cups. Encourage attendees to bring their own reusable containers.
* **Recycling and compost are easily available**
	+ Check for recycling and compost containers where the event will be held.
	+ If it is a large event with food, request that the Office of Sustainability provide assistance with zero waste stations. Contact the office at 255-3089.

**During Your Event**

* **Recycling and compost are clearly marked**
	+ Make sure the recycling and compost containers are placed next to the trash with clear signage to minimize contamination.
	+ Make an announcement during your event of the location of the recycling and compost containers and what is recyclable, compostable and what ends up in a landfill.
* **Energy use is minimized**
	+ Check that unneeded projectors and multimedia equipment are off.
	+ Do not use more lighting than you need. For day time events, consider raising the window shades rather than turning on the lights.
	+ Make sure that doors and windows to the outside remain closed.
* **Promote that it is an environmentally friendly event**
	+ Let people know that you want your event to be environmentally friendly, and the efforts you have made. If they know you have gone the extra mile, they will too.

**After Your Event**

* **All trash is in its place**
	+ Double check to make sure that recycling has made it to the recycling bin, compost is in the compost bin, and other waste has made it to the landfill bin.
* **Nothing is going to waste**
	+ Save unused utensils, condiments, decorations or other appropriate items for future events.
	+ Spread the word about extra food or other items.
	+ Take note of any excess, so you can plan better next time.
* **The event is over, and so is its power consumption**
	+ If you used a projector, turn it off.
	+ If you adjusted the thermostat, opened the windows, or pulled up the shades, return them to their original state.
	+ Turn off the lights on your way out.

If you have further questions or suggestions about greening your event, please contact the Office of Sustainability at 255-3089 or sustain@uccs.edu.

