



GREEN EVENT CERTIFICATION CHECKLIST

This Think Green, Live Green checklist has been designed to help you organize an event that has a measurable impact!

This application is intended for all event types - which includes both meetings and events, referred to in this information as "events." USC Upstate coordinates hundreds of events each year. These events significantly impact the environment in terms of energy, waste, and consumption. By making sustainable choices when planning events, we can all Think Green, Live Green at Upstate.

To earn Green Event Certification, you must agree to complete all three required actions, and at minimum two actions designated for each planning category.

This is the PDF version of the Green Event Certification information. To submit your event for certification, you must fill out the form and send it to sustainability@uscupstate.edu.

You must submit the application form at least one week before the event date.

Aim to be environmentally sustainable at your next event!

Green events are achieved on three levels:



Unless otherwise noted, each item is worth 1 point. In addition to points on the checklist, events can achieve an additional point for sustainable innovations, up to 5 points.

EVENT INFORMATION

Coordinator Name: _____ Email: _____

Submission Date: _____

Department or Organization: _____

Event Title: _____ Event Date and Time: _____

Event Location: _____

Audience: _____ Number of Attendees: _____

(Faculty, Staff, Students, Community, etc.)

(Less than 20, Approx. 30, Greater than 50, etc.)

Required Actions (3 required)

- Green Event Certification materials will be displayed at the event
- Sodexo or the food provider will be notified of the intent to pursue green catering options
- Recycling bins will be located next to the trash bin and attendees will be encouraged to recycle

1. Food and Food Service (10 points)

There is growing awareness that our diet and [food choices](#) have a significant impact on our sustainability "footprint". Approximately 135 million tons of greenhouse gas emissions are created by food we never eat; with 40% of all food in the United States wasted. Events can reduce waste by using less, reusing existing supplies, encouraging taking home leftovers with reusable containers, and supporting composting and recycling.

- Attendees are provided with a vegetarian and/or vegan option.
 - OR, no food is provided** and participants are encouraged to bring their own meals in reusable containers. (2 points)
- Beverages are provided in dispensers/pitchers.
- Reusable or recyclable cups are provided. Depending on your event location on campus, plastics #1 and #2 may be the only plastics recycled.
- Participants are encouraged to bring their own reusable mug or beverage container.
- Participants are encouraged to bring their own reusable flatware.
- Condiments, sauces, spreads, chips, and/or other items are served in bulk.
- No Styrofoam products are used.
- Table centerpieces are sustainable and/or reusable or not used.
- Cloth tablecloths are used, or no tablecloth is used.
- Compostable plates and/or flatware are used.
- BONUS POINT:** Reusable flatware is used. Sodexo offers china, cloth napkins, tablecloths, glassware, and washable flatware for additional fees.

2. Waste (8 points)

Waste management is a crucial component of any event. If extra recycling bins are needed for your event on campus, contact your Recycling Coordinator.

- Reusable and/or recyclable decorations are used.
- Recycling bins are clearly and conveniently placed adjacent to all trash cans.
- Clear signage is put up indicating which materials go into what recycling bin.
- Attendees are informed about the Green Event Checklist and asked to help meet goals.
- Team members or volunteer(s) are available to help attendees sort their waste.
- Reusable items (serving ware, flatware, plates, napkins, etc.) are used to minimize waste.
- If boxed lunches are provided, attendees are encouraged to trade or share unwanted items to minimize waste.
- Leftover food and beverages are provided to attendees to minimize discarding items.
- BONUS POINTS:** Attendees are made aware of potential leftovers and are asked to make arrangements to bring reusable containers (2 points)

3. Transportation (5 points)

Nearly 40 percent of all campus emissions are transportation-related.

- The event is held on campus or centrally located site.
- Venue is accessible by foot, bicycle, Campus Shuttles, or public transportation.
- Attendees are encouraged to carpool if a vehicle is necessary.
- Out of town/state guests attend via video or teleconferencing.
- If outside catering is used, the delivery comes from one source to avoid multiple trips.
- BONUS POINTS:** The event is planned in coordination with other events to minimize transportation usage of either attendees or food delivery (2 points)

4. Marketing and Handouts (12 points)

Distribute materials electronically and look into reusable alternative solutions.

- Giveaway items are minimized to avoid excess waste and reduce costs. Or, if giveaway items are used, there is a convenient drop-off point for unwanted items.
- Gifts or favors are locally made or sustainable items are used for giveaways.
- Event guides/agendas/programs are distributed electronically.
- Event presentations are only distributed electronically.
- Electronic post-event evaluations will be used (no paper).
- Unavoidable printing is double-sided on FSC Certified, post-consumer recycled and chlorine-free paper. Or, half-sheets are used.
- Printed materials are printed with an eco-friendly font (Century Gothic, Times Roman, Calibri, Verdana, Arial, and [Ecofont](#)).
- There is a convenient recycling point for all unwanted handouts and accessories.
- Dry erase boards, blackboards, or projectors are used instead of paper flip charts.
- Name tags or badges are collected at the end of the event to be reused or recycled.
- Sustainability terms or concepts are displayed at the event.
- If signage is used to promote the event, materials are able to be reused (date is changeable or not printed)
- BONUS POINT:** Excess packing of individually wrapped promotional items is avoided.
- BONUS POINTS:** Printing is entirely eliminated (2 points).

5. Energy and Offsets (3 points)

Consider energy alternatives you can utilize at your events.

Natural light is utilized instead of indoor lighting and/or only lighting that is necessary is used. Please include a count of how many fixtures were kept on or turned off at your event.

Fixtures On: Fixtures Off:

All presenters and moderators will be asked to turn off projectors when not in use.

Attendees are encouraged to put devices in energy saving modes or turned off when not in use.

6. Innovation Credits (5 points)

Did you integrate something green and unique to your event that is not listed above?

Innovation:

Innovation:

Innovation:

Innovation:

Innovation:

Last step: The Campus Sustainability Council wants to hear about your event! If you would like us to share information about your Green Event, email any photos you would like us to share on social media or via other outlets to sustainability@uscupstate.edu.

Total Points*:

*We understand changes happen and events need to be flexible. Green Events will be certified based on anticipated points submitted during event planning.