Green Event Check List

Tips for a sustainable event

Outreach

- Use electronic modes of communication such as website, email, online sign-ups
- Use social media outlets to promote your event
- Use banners, posters, and shirts without their annual date

Waste/Recycling

- Anticipate your waste
- Promote using personal water bottles, coffee cups, silverware, etc.
- Re-purpose waste if possible
- Create signage for your bins for proper disposal

Food

- Try to choose and provide organic and/or locally grown food and products
- Avoid individually packaged items, if possible
- Consider finger foods to eliminate cutlery

Products

- Avoid using styrofoam
- Use products that are made from recycled content
- Use products that can be recycled
- Consider sustainable swag