



AUBURN

SUSTAINABILITY

GREEN EVENT GUIDE CHECKLIST

This checklist accompanies the full [Green Event Guide](#), which has additional information & resources.

TIME - LOCATION - COMMUNICATION - MATERIALS - FOOD SERVICE - GREENHOUSE GAS EMISSIONS - WASTE - PARTIES & TAILGATES - DURING YOUR EVENT - AFTER YOUR EVENT

TIME

- Account for attendees' schedules to maximize attendance.
- Consider the university schedule & other events.
- Avoid having starting/ending times during rush hour.
- Consider holidays of various cultures.

LOCATION

- INSTANT IMPACT: Enable use of sustainable transportation options.
- Minimize travel to venue.
- Ensure access is ADA compliant.
- Use a LEED certified building.
- Check for LED or natural lighting.
- Offer access to outdoor space.
- Provide projector or dry erase board.

Meetings

- Consider holding conference calls or video chats.

Conferences

- Choose a venue that:
 - Trains employees on sustainable practices.
 - Follows energy efficiency & water conservation practices.
 - Minimizes landfill waste through recycling, compost, etc.
 - Has outlets available for chargers.
 - Offers video or teleconferencing for remote participants.
 - Provides tablecloths only upon request.
- Choose a hotel that:
 - Offers a linen/ towel reuse option.
 - Provides paperless check-in & check-out.
 - Connects to transit, bike share, or is within two miles of venue.
 - Places recycling bins in rooms.
 - Uses Eco-friendly cleaning & laundry products.
 - Follows fair labor policies.
 - Received certification by a green lodging program.

COMMUNICATION

How

- Advertise event digitally.
- Ensure accessibility to information for all users.
- Promote with in-person invites, class visits, & tabling.
- If printing is necessary:
 - Print double-sided.
 - Reduce margins & font size.
 - Use recycled-content paper.
 - Use standard paper sizes, not custom.
 - Have professional printers use soy-based inks.
- For signs & banners:
 - Design for reuse.
 - Use non-specific dates (e.g. - Welcome Week vs. Aug 21st).
 - Print on recyclable materials.
- Collect RSVPs to ensure an accurate headcount.
- INSTANT IMPACT:** Provide programs, agendas, presentations, & resources online.

What

- Communicate sustainability goals & practices.
- Promote sustainability features of the venue.
- Encourage attendees to:
 - Use refillable water bottles & mugs.
 - Use sustainable transportation.
 - Follow event sustainability practices.
- Ask tablers & exhibitors to:
 - Minimize giveaways & handouts.
 - Give items that promote sustainable behaviors (e.g. - reusable water bottles or utensils).
 - Advertise on useful items (e.g. - koozies, phone cases, T-shirts).
 - Bring reusable or recyclable items.
 - Recycle on-site & carry away items that can only be recycled off-site.

Meetings

- Use shared electronic documents for group editing.

Conferences

- Recruit key audiences digitally.
- Hold registration online.
- Encourage attendees to bring name tag lanyards.

MATERIALS

Purchasing

- INSTANT IMPACT:** Make accurate headcount to avoid excess materials.
- Plan for a zero-landfill event.
- Borrow, reuse, or rent decor & equipment.
- Buy items made from recycled content.
- Look for minimal & recyclable packaging.
- Seek out certified items (e.g. - foods, facilities, cleaning products).
- Use rechargeable batteries.

Giveaways

- Minimize or eliminate one-use giveaways.
- Choose practical, reusable, & healthy options.
- Promote sustainable behaviors.
- Use event decor as giveaways (e.g. - air-cleansing plants).

FOOD SERVICE

Consider

- INSTANT IMPACT: Locally-grown.
- Allergen-free (e.g. - gluten, nuts, shellfish).
- Vegetarian or vegan.
- Healthy options (e.g. - fresh, unprocessed).
- Certified foods (e.g. - fair trade, organic, Rainforest Alliance).

Shopping

- Calculate an accurate headcount.
- Create a list.
- Bring reusable bags.
- Look for minimal & recyclable packaging.

Service

- INSTANT IMPACT: Serve water in pitchers; avoid bottled water.
- Use Tiger Catering or AU Hotel & Conference Center, if needed.
- Label food clearly.
- Choose reusable plates, napkins, silverware, glasses, & tablecloths.
- Serve buffet-style in reusable or recyclable serviceware.
- Avoid serving individually-packaged meals & beverages.
- Use bulk dispensers for food & beverage condiments.
 - If disposables are used:
 - Avoid Styrofoam, bottled water, straws, & coffee stirrers.
 - Choose recyclable plates & utensils.
 - Save extra items for future use.
- Ask caterer to not idle vehicles.

Leftovers

- Bring containers for leftovers or request from caterer.
- Contact The Campus Kitchens Project to get unserved food.

GREENHOUSE GAS EMISSIONS

Food

- Purchase local to reduce food miles.
- Serve vegetarian proteins.

Waste

- Require an RSVP in order to reduce food waste.
- Set a goal for a zero-landfill event.
- Choose reusable, recyclable, or compostable items.
- Arrange for The Campus Kitchens Project to pick up unserved food.
- Coordinate composting with the Organic Garden Club.

Transportation

- Share Auburn Sustainable Transportation Guide before event.
- INSTANT IMPACT: Choose venues close to hotels & connected to sustainable transportation.
- Encourage attendees to:
 - Reduce single occupancy vehicle use.
 - Buy carbon offsets for flights.
 - Buildings
- Choose a venue that:
 - Holds a LEED or Living Building certification.
 - Practices energy efficiency.
- Turn off equipment, lights, & water when not in use.
- Shut down electronics.

WASTE

Collection Stations

- Make bins available before, during, & after event.
- Set up bins for landfill, compost, and recycling.
- Locate stations conveniently with all bin types together.
- Label with clear & simple signage.
- Train volunteers to monitor stations, which includes:
 - Instructing participants on properly sorting items.
 - Pulling recycling out of trash.
 - Taking trash out of the recycling bins.
 - Following safety recommendations, such as wearing gloves.
 - On Campus
- Submit work order for recycling bins through Facilities Management.
- Consult the Waste Reduction & Recycling Department.

Recycle

- Plastic drink containers
- Aluminum & steel cans
- Cardboard
- Mixed paper
- Recycle at the City of Auburn Off Campus Recycling Center all of the above, plus:
 - Glass
 - Batteries
 - Cooking grease/oil
 - Plastic shopping bags
- Not Recyclable
 - Plastics without recycling symbol (e.g. - silverware, straws, stirrers, & wrap)
 - Styrofoam, chip bags, & candy wrappers
 - Dirty aluminum foil, trays, and pizza boxes
 - Food scraps & leftovers

PARTIES & TAILGATES

Planning

- Consider holidays from various cultures.
- Opt for outdoors.
 - Avoid sensitive plants & exposed tree roots.
 - Provide shelter from sun or rain.
 - Consult the Fire Safety Rules & Tips for Tailgaters.
- Plan for recycling & waste.

Communications

- Send digital invites, RSVPs, & sign-up forms.
- Share event sustainability goals & practices.
- Minimize printing.

Decorations

- INSTANT IMPACT: Borrow, reuse, rent, &/or make decor & equipment.
- Choose recyclable, reusable, &/or compostable decorations & signs.
- Design signs & banners for reuse (e.g. - use non-specific dates).
- Consider fruit arrangements or native potted flowers & plants.
- Avoid balloons & confetti.
- Seek out certified items.
- Use LED lights.
- Collect decor to reuse or donate after event.

DURING YOUR EVENT

- INSTANT IMPACT: Share sustainability goals & practices.
- Use computers or tablets for check-in.
- Monitor waste stations.
- Use verbal announcements to:
 - Identify locations of water stations.
 - Review procedures of waste stations.
 - Cover emergency procedures.

Meetings

- Take notes digitally.
- Use shared documents for group editing.

AFTER YOUR EVENT

- INSTANT IMPACT: Collect name tags, supplies, & decor to reuse.
- Remove & dispose of waste & recycling accordingly.
- Turn off equipment, lights, & water.
- Use green cleaners.

Communications

- Send electronic thank-yous to partners, volunteers, donors, & attendees.
- Share successes using photos
 - (e.g. - quantity of waste avoided, food donated, bikes ridden).