Green Event Checklist

Events and meetings on campus can generate a lot of unnecessary waste. Help the University of Cincinnati’s students, faculty, staff, and community members achieve their goals stated in the University’s Climate Action Plan by choosing to host a green event. Here are some suggestions and tips you can follow:

Marketing:
• Go paperless: use email, social media, and digital signage
• Offer electronic registration
• Distribute programs, agendas, and other day-of-event materials electronically
• Include sustainability goals in promotional material
• If you choose to print a banner, etc. exclude dates so they can be used at future events (i.e. Write Bike Show!, instead of Bike Show 2014!)

Food/Catering:
• Ask for menu options with little or no packaging, such as those on aluminum trays, or whole fruit. Opt for bulk items.
• Avoid plastic, Styrofoam, or other disposable silverware or serving ware
• Encourage attendees to bring their own reusable water bottles or travel coffee mugs
• Opt for vegan/vegetarian options
• Choose drinks provided in pitchers with reusable cups
• Choose condiments served from bulk containers
• Look for locally sourced food

Waste:
• Contact UC|Sustainability (green@uc.edu) to discuss recycling options
• Educate hosts and attendees on what can and cannot be recycled
• Announce Recycling efforts during event
• Check with the catering staff about donating leftover food to a local food pantry
• Use recycled materials – example 100% recycled paper for printing
• Minimize single use decorations – example balloons, paper streamers, etc.
• Reuse name tags and lanyards

Transportation:
• Plan event near access to public transportation/bike routes
• Provide public transportation routes/information to attendees prior to event
• Encourage carpooling, biking, UC Shuttle, Metro, TANK, Zimride, or Bearcat Bike Share