

<b>PCC SUSTAINABLE EVENTS PLANNING CHECKLIST</b>			
	<b>Points Possible</b>	<b>Choose Yes/No</b>	<b>Details/Notes/Questions</b>
<b>EVENT PLANNING</b>			
1. Attendees are informed that this is a sustainable event and are told how they can contribute to lessening the event's waste, energy use, etc.	<i>Required</i>		
2. Accommodations are made to ensure people of all ability levels can participate.	<i>Required</i>		
3. This is a low-waste event, i.e., 80%+ of the waste generated by the event is properly recycled or composted. (Note: Several actions on this checklist help accomplish this.)	<i>Required</i>		
4. ...Even better, this event is zero-waste (no garbage is sent to the landfill, including giveaways and to-go containers).	3		
5. A plan that abides by Oregon Health Code is made for handling all leftover edible food. (Depending on the type of food and how it is served, this could include attendees taking some home, or donation to a campus food pantry, a local nonprofit, or a community organization.)	3		
6. This event is specifically focused on an environmental, multicultural, or equity-related topic.	3		
7. Advertising for this event is primarily digital or low-paper. Any paper used has post-consumer recycled content, and all printing is double-sided.	2		
8. Attendees are informed about upcoming volunteer opportunities related to the topic.	1		
	<b>Section Subtotal:</b>	<b>0</b>	
<b>WASTE REDUCTION</b>			
9. Recycling bins are next to waste containers and are at every location where recyclables are generated.	<i>Required</i>		
10. Recycling and garbage bins are well-marked, have accurate signage/displays, and are large enough to hold the anticipated amount of waste and recycling.	<i>Required</i>		
11. Attendees are reminded during event announcements about how to properly recycle, compost, or discard items provided at the event.	3		
12. Event volunteers help attendees sort their trash and recycling into the proper bins.	3		
13. Reusable food serviceware (plates, cups, bowls, silverware, napkins) rather than disposables are provided for attendees.	3		
14. Caterers and other vendors are asked to eliminate all unnecessary packaging and waste, or they take back such materials for later reuse.	2		
15. Beverages such as water, juice, and soda are provided in bulk containers such as pitchers rather than in individual-serving-sized bottles.	2		
16. Any disposable items have sustainability attributes, e.g., they are made from post-consumer recycled content or rapidly renewable resources like bamboo, etc.	2		
17. Unnecessary, disposable items such as plastic straws and plastic coffee stirrers are not offered.	1		
18. Signage has been reused from previous events and/or can be reused for future events.	1		
	<b>Section Subtotal:</b>	<b>0</b>	

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<b>GIVEAWAYS &amp; HANDOUTS</b>			
19. Unnecessary and/or disposable giveaway items are not handed out at the event.	<i>Required</i>		
20. Paper handouts are minimized (possibly with informational signage posted instead, or directing attendees to a website).	<i>Required</i>		
21. Promotional giveaway items provided to attendees have sustainable attributes, such as being made of recycled content or helping to reduce future waste, e.g., reusable water bottles.	2		
22. Products purchased online were done so through UCapture, which offsets transportation-related carbon emissions.	2		
23. All informational handouts have a sustainable feature or are low-waste, e.g., printed on seed paper.	2		
24. Organizations or community members participating at the event are asked to follow these practices.	2		
	<b>Section Subtotal:</b>	<b>0</b>	
<b>FOOD</b>			
25. All event-generated food scraps are composted.	<i>Required</i>		
26. Vegan/vegetarian options are available for snacks, appetizers, side dishes, and entrees (applies to all that are provided at event).	<i>Required</i>		
27. At least half of all provided food items include ingredients that are organic and/or produced within 250 miles, e.g., PCC learning garden produce, certified organic.	3		
28. Buffet- or platter-style serving is used for food instead of individually packaged meals.	2		
29. Condiments such as creamer, sugar, ketchup, salt, etc. are offered in reusable or recyclable bulk containers rather than individual, disposable packets.	2		
30. Foods or beverages such as chocolate, fruit, and coffee are fair-trade sourced.	2		
31. If this is a recurring event, amounts of leftover food are assessed in order to properly reduce ordering amounts for the next such scheduled event.	1		
	<b>Section Subtotal:</b>	<b>0</b>	
<b>TRANSPORTATION</b>			
32. Alternative travel options (TriMet Trip Planner, bike parking, EV charging station locations, etc.) are shared with attendees prior to the event.	3		
33. Attendees are encouraged to coordinate carpooling with one another.	2		
34. Event start and stop times are scheduled to make public transportation convenient.	2		
	<b>Section Subtotal:</b>	<b>0</b>	
<b>ENERGY</b>			

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35. Computers, screens, projectors, lights, and any other electronics are turned off when not in use OR the event is held outside and does not require electricity.	<i>Required</i>		
36. This event is held in a building that is LEED-certified or is built to another high-performance green building standard.	1		
	<b>Section Subtotal:</b>	<b>0</b>	
<b>COMMUNITY</b>			
37. Information is posted or made available for event-goers to learn about the event's sustainability features.	<i>Required</i>		
38. Attendees are able to make a contribution to a nonprofit or community organization, such as canned food for a food pantry, clothes for a shelter, financial donations, etc.	3		
39. If applicable, tele- or video-conferencing is made available, or the event is broadcasted online for remote participants (If not applicable, still claim the point).	1		
40. If held off-campus, this event is held at a location that supports a local nonprofit or community organization.	1		
	<b>Section Subtotal:</b>	<b>0</b>	
	<b>TOTAL POINTS</b>	<b>0 out of 60</b>	
***To be a PCC Certified Sustainable Event, the event must satisfy all required action items and receive at minimum 20 points.			