

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
- Make arrangements to donate leftover food to local food pantries
- 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 carpools, biking, UC Shuttle, Metro, TANK, Zimride, or Bearcat Bike Share