

Green Events Certification: Certificate

Green Event Certified

Presented to: _____ The Food Summit _____

*In recognition of environmental stewardship
by upholding zero-waste standards*

February 27, 2016

Event Date

Anne Maher

Zero-Waste Coordinator



HSU

Green Event Certification

The Green Event Certification recognizes individuals and organizations that have demonstrated environmental responsibility while planning for and implementing their events.

To obtain certification, just follow these three easy steps:

1. Contact the WRRAP Zero Waste Coordinator, who will: help you with all the steps to making a green event. E.g. coordinate to have compost bins and other waste bins at your event, have someone help divert the waste. The Zero Waste Coordinator can also help plan other aspects of your green/zero waste event.
2. Fill out the checklist below.
3. Email a copy of the checklist and any required documentation to wrrap@humboldt.edu at least 2 weeks before the day of your event.

*Once your application has been approved, you will receive a certification to display on event advertisements and at your event.

Points Required for Certification

- 9 points/17: Green Event Certified*
- 12+ points/17: Green Event Certified PLUS

Documentation Requirements

- To verify purchasing information, receipts must be provided.
- To verify composting efforts, you have two options:
 1. Coordinate with the WRRAP Zero Waste Coordinator, who will set up and collect compostable food waste and dining ware at your event.
 2. Use your own volunteers to assist in collecting food waste and compostable food service ware at your event (ask the Zero Waste Coordinator for composting advise)
In this case, you must provide the following:
 - a. A list of the names of volunteers assisting in food waste collection.
 - b. Explanation of where and how the collected food waste was composted.
 - c. An estimate of the total weight composted.
 - d. A general description of items that were composted (e.g. food waste, paper plates, paper napkins, etc).

All other items on the checklist do not require documentation; however we appreciate your complete honesty.

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Green Event Certification Checklist

Event Details

Name of Event: International Cultural Festival
Event Location: University Center, KBR
Contact Person: Jenn Soderfelt
Contact Phone: ext. 3787

Date(s) of Event: February 22, 2014
Expected Attendance: 300
Contact Email: jw30@humboldt.edu

Prior to the Event

- No paper advertisements are used. *2 points*
- Advertisements highlight the sustainable features of the event (e.g. zero waste event, organic options, composting, no bottled water etc.) *1 point*
 - Attach a digital image if possible.
- Sufficient compost and recycling containers are reserved for the event. *1 point*
 - We recommend reserving at least one recycling bin for every 50 attendees.
 - Contact Campus Recycling at x5889 prior to event to request compost, recycling and trash bins (If working with the Zero Waste Coordinator (s)he may already do this for you).

Prior to the Event

- At least one organic entrée is offered. *1 point*
- A vegetarian and/or vegan entrée is available. *1 point*
- Reusable or compostable dining ware is used. *2 points*
 - **The Zero Waste coordinator can help you identify and acquire the appropriate dining ware for your event.
 - *Dining Services rents reusable dining ware and WRRAP provides a limited amount.
- Beverages are served from coolers not from single use containers. *1 point*
 - *To reserve water coolers contact dining services and for the water station, please contact HSU Take Back the Tap at x4162. Please specify how many coolers you need.
 - *One cooler (5 gallons) serves approximately 80 guests.
- Sufficient recycling bins are prepared and well signed and for collecting paper, cardboard, bottles, cans, aluminum foil and plastics #1-7. *1 point*
 - *There should be a recycling bin alongside every compost bin and trash bin at your event.

During the Event

- An announcement is made at the start of the event announcing the event as a zero waste event and directs patrons to use proper receptacles. *1 point*
- Food waste is collected for composting. *5 points*
 - *The Zero Waste Coordinator can help obtain compost bins. Also see the WRRAP pamphlet *What's up with Compost* for more information about successful food waste collection.

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Volunteers man the compost/recycling/trash bins to assist attendees in properly disposing of their items. **1 point**

*Assign event volunteers to man the bins, or ask Zero Waste Coordinator to provide staff to man bins.

Innovation Points

Up to 3 points may be earned for innovative approaches to reducing environmental impact. i.e. Carpooled or used alternative transportation to attend the event.

(A maximum of 1 point will be allotted per action.)

Contact Information:

- Zero Waste Co Director - Waste Reduction Resource Awareness Program (WRRAP)
 - 826-4162
 - wrrap@humboldt.edu
 - www.humboldt.edu/wrrap
- Take Back the Tap
 - 826-4162
 - tapthathsu@gmail.com
- Campus Recycling
 - 826-5889
- Dining Services (Catering)
 - 826-5311



Green Events Certification in Clubs & Activities Event Application



HSU Student Event Application

Event Information

Name of Event: _____
Date of Event: _____ Day: Su M T W R F Sa Time: _____ to _____
Prep Start Time: _____ Location of Event: _____
Is your event off-campus? Yes No Do you need insurance? Yes No
How many rooms will you be reserving? Where? _____
Type of Event: Dance Concert Other: _____ Est. Attendance: _____
Is the event being advertised off campus? Yes No Admission Charge: _____
Food Served? Yes No Food Permit? Yes No
***Would you like to make your event "Zero Waste" and/or certified as "Green"? Yes No
If yes, please contact the Waste Reduction and Resource Awareness Program (WRRAP) at wrrap@humboldt.edu or call 707-826-4162 for more information.

Contact Information

Student Organization: _____
Contact Person: _____ Phone/Email: _____
Name of professional staff member that will be available in case of emergency: _____
Office Phone Extension/Email: _____ Department on campus: _____
After Hours Contact Phone Number (in case of emergency): _____

Security

Number of Security Personnel (if applicable): _____ How are they identified? _____
Patrons inspected at door? Yes No
How will re-entry be handled? Tickets Stamps Wristbands Other: _____
Dignitaries/celebrities/off-campus speakers present? Yes No If yes, who? _____
Any other security/special needs? _____
Alcohol Served? Yes No If yes, have you obtained permission from the VPSA Office? Yes No
Will ice chests, coolers, open drink containers be permitted? Yes No

Parking/Traffic

Will you need to purchase parking permits? Yes No
Do you need a Parking Service permit (for parking in special permit zones)? _____
Is the sponsoring group or organization paying participant's parking fees? Yes No
Identify any special traffic control needs: _____
Identify any special parking needs (load/unload, busses, large trucks): _____

Organization Activity *(detailed description of organization's activity)*

Green Events Certification in Facilities Event Request Form



Facilities Management Request Form

Submit to Facilities Management - facilitymgmt@humboldt.edu

Is this an ORIGINAL Request or an UPDATE ?

Today's Date:

PART I- EVENT INFO

Event Name: Event Date(s):

Estimated Attendance:

Building(s) and Room Number(s) Requested / Event Location(s):

Event Time: to: Set up begins: Clean up Complete:

Brief description of event and envisioned result:

PART II- EQUIPMENT/SERVICES REQUEST

Please attach additional **instructions/diagrams** if applicable. Please Note: Facilities Management requires 10 working days notice for service requests.

MOVER/CUSTODIAL SERVICES

Equipment - Indicate quantities below:

6' Tables - Qty

Folding Chairs - Qty

Stage - Size

Please choose a leg size for the stage (note: size 24" and 32" require railings):

16" 24" 32"

Equipment Drop Off/ Pick Up (usually between 8 am - 12 pm)

Drop Off: Date Time

Pick Up: Date Time

Restroom Servicing (other than regular campus schedule)

FOOD/RECYCLING/LANDFILL SERVICE

Food /drinks **present** at the event Catered

This event will use:

Reusable Dishware

Recyclable and Compostable Disposable Dishware

I would like **FREE** assistance making my event zero-waste:

Yes No

STADIUM

Lights On Date(s) Time(s)

Unlock Stadium Restrooms

Limited access to press box needed

GYM

Bleachers In Out

Floor Protection Yes No

GROUNDS SERVICES

Sprinklers Off Outside Trash Pick Up

HEATING AND COOLING

Indicate dates and times heating/cooling is needed:

Date Time

Date Time

PARKING/TRANSPORTATION

Parking Permits are required on campus year round:

Monday-Thursday 7am-10pm; Friday 7am-5pm.

Will buses be coming to campus for your event?

No Yes How many?

If you have any questions about Parking, please call (707)826-4111.