

# Green Events Certification Survey

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Green Event Certification aims to incentivize sustainable resource use and reduce the negative environmental impacts associated with events.

There are three levels of certification: Bronze, Silver, and Gold.

In order to qualify for certification, event hosts must complete all applicable Bronze requirements, which are worth 1 point. Additional points will be awarded based upon the difficulty of achieving the requirements, with Silver requirements counting for 2 points and Gold requirements counting for 3 points. Please make sure to check any boxes that are not applicable as we will adjust your score in proportion to the amount of relevant requirements you fulfill.

If you have any questions about Green Events or the certification process, please email the Green Events Coordinator at: [sustain@indiana.edu](mailto:sustain@indiana.edu)

Organization/Affiliation:

Event Location:

Contact Name:

Contact Email:

Event Type:

How did you hear about Green Events?

# Beverages

Yes No N/A

## Bronze

- Water is provided in pitchers or dispensers (no bottled water will be provided) (1 pt.)
- Attendees will be encouraged to bring their own reusable mugs or reusable drinkware will be provided (1 pt.)

## Silver

- Fair trade, shade-grown, or organic coffee will be provided (available through IMU catering) (2 pts.)

## Gold

- Avoid use of individually packaged sweeteners and creamers, provide reusable coffee stirrers (3 pts.)

# Food

Yes No N/A

## Bronze

- Reusable dishware will be used *OR* materials will be recyclable or compostable and recycling/composting will be provided (1 pt.)
- Vegetarian and vegan options will be available for attendees (1 pt.)
- Host will plan on purchasing in bulk to minimize excess packaging (1pt.)

## Silver

- Composting bins for leftovers will be provided (2 pts.)
- Additional food that is eligible will be donated (2 pts.)
- Reusable napkins and linens will be used (2 pts.)

## Gold

- Locally sourced food will be provided (3 pts.)
- Organic or seasonal food will be provided (3 pts.)
- All food served will be vegetarian/vegan (3pts.)

# Event Advertising and Stationery

Yes No N/A

## Bronze

- Event uses paperless communications for advertising, registration, announcements, and updates (1 pt.)
- Event agendas and presentations will be shared electronically (1 pt.)
- All unavoidable printing is double-sided (1 pt.)
- Recycling bins made available for the disposal of all paper materials (1 pt.)

## Silver

- Stationary and notepads are only distributed on request (2 pts.)
- Reusable dry-erase boards, blackboards, or electronic projectors are used opposed to paper materials (2 pts.)

## Gold

- Participants and presenters are given the opportunity to distribute resources and communications electronically prior to event (3 pts.)
- Paper will be printed on 100% post-consumer recycled paper (3 pts.)

# Event Venue, Decor, and Giveaways

Yes No N/A

## Bronze

- Any non-renewable decorations will be recycled (1 pt.)
- Venue will be appropriately sized for audience to limit energy-use (1 pt.)
- Any prizes or giveaways will be sustainable and useful, or no giveaways are provided (1 pt.)

## Silver

- Flowers will be sourced from local and sustainable suppliers such as IU Campus Gardens (2 pts.)
- Decorations are reusable, or no decorations will be used (2 pts.)

## Gold

- Choose a venue and meeting time to ensure event can utilize daylight (3 pts.)
- Reserve event space in a LEED certified building (3 pts.)

# Transportation

Yes No N/A

## Bronze

- Participants are encouraged to use alternative modes of transportation or to otherwise reduce their use of fossil fuels (1 pt.)
- Venue is easily accessible for attendees by foot, bicycle, or public transportation (1 pt.)

## Silver

- Secure bicycle and locker storage is provided for attendees (2 pts.)
- Main accommodation site is within walking distance of event venue (maximum of one mile) (2 pts.)
- Event attendees are encouraged to carpool if driving (2 pts.)
- Schedule of events accommodates for Campus Commute bus (IU/IUPUI) (2 pts.)

## Gold

- Participants are provided with information about public transportation options such as timetables, maps, and routes for Bloomington Transit and IU Campus Bus Service (3 pts.)
- Local public transportation passes are provided for participants (Bloomington Transit) (3 pts.)
- Host encourages video or teleconferencing to reduce travel (3 pts.)

## Other

If you made any efforts to make your event environmentally sustainable that were not listed in the survey, please list them and we will adjust your certification level accordingly:

Please submit your completed form to: [sustain@indiana.edu](mailto:sustain@indiana.edu)

After submission, you will receive a green certification label and badge to promote with your event materials at least two weeks prior to your event.

We will total your points based upon your survey responses and determine your certification level. All Bronze requirements must be met in order to qualify for certification. If certain requirements were not applicable or were not listed, we will adjust your score to accommodate for the exceptions.



14-22 points



23-40 points



41-71 points

Thank you for your participation and commitment to sustainability!