

# Green Events Checklist

At Mount Royal we strive to be a more sustainable campus and implement sustainable practices not only in our day to day practices, but also in our events and conferences.

The Green Events initiative is a means to recognize those members and groups who are prioritizing sustainability on campus through event planning. In 2016, Sustainable MRU implemented the Green Events checklist to help faculty, staff, and students make their events more sustainable.

What do to:

Complete the checklist below before your event. Review your answers and make any corrections within 2 weeks of completing your event. If you achieve 18/21 (Yes, True or N/A selections) or higher on the below incentives, you will be recognized on [mru.ca/sustainability](http://www.mru.ca/sustainability).

[http://www.mtroyal.ca/AboutMountRoyal/Sustainability/SUSTAINABLE\\_MRU\\_COMMITTEE](http://www.mtroyal.ca/AboutMountRoyal/Sustainability/SUSTAINABLE_MRU_COMMITTEE)

(You can view your score at the end of the Checklist.)

Together we can make a difference!

\* Required

## 1. Email address \*

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## Event Details

### 2. First and Last Name \*

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### 3. Event Name / Description \*

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### 4. Event Date & Start Time \*

*Example: December 15, 2012 11:03 AM*

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### 5. Event Room Number \*

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### 6. Number of Attendees \*

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## Event Communication

7. **Promotional signs are made out of materials which can be repurposed or reused at other meetings or events.**

*Mark only one oval.*

- Yes  
 No  
 N/A

8. **An electronic registration process is used.**

*Mark only one oval.*

- Yes  
 No  
 N/A

9. **Erasable white boards, black boards, PowerPoint or overheads are used instead of paper flip charts.**

*Mark only one oval.*

- Yes  
 No  
 N/A

10. **Documents are distributed electronically and attendees are encouraged to take notes electronically during event.**

*Mark only one oval.*

- Yes  
 No  
 N/A

11. **Recommendations are given to attendees to reduce their environmental impact at the event, and everyday, by bringing (as needed): Reusable bags, reusable coffee mugs and/or water bottles, personal lanyard or name tag holder, portable electronic devices for note taking.**

*Mark only one oval.*

- Yes  
 No  
 N/A

12. **SustainableMRU Green Events and campus sustainability efforts are promoted during opening speech.**

*Mark only one oval.*

- Yes  
 No  
 N/A

**13. Evaluations are electronically distributed and collected.***Mark only one oval.*

- Yes  
 No  
 N/A

**14. If printing is required, print double sided and use recycled paper.***Mark only one oval.*

- Yes  
 No  
 N/A

**15. Plastic name tag holders are reused.***Mark only one oval.*

- Yes  
 No  
 N/A

## Food & Beverage

**16. Bottle water is not provided at the event.***Mark only one oval.*

- True  
 False  
 N/A

**17. If food is provided, it is seasonal, and/or locally-grown.***Mark only one oval.*

- Yes  
 No  
 N/A

**18. If coffee, tea, and/or hot cocoa are provided, it is Fair Trade certified.***Mark only one oval.*

- Yes  
 No  
 N/A

**19. Reusable or compostable plates, cups, utensils, and napkins are used.**

*Mark only one oval.*

- Yes  
 No  
 N/A

## Waste

**20. If food is present, request and use organic bin(s). If this questions is answered with "Yes" please email [environmentalservices@mtroyal.ca](mailto:environmentalservices@mtroyal.ca) directly, a minimum of one week before your event, with your event place, date and time to ensure that a four part event bin set will be in place during your event.\*\***

*Mark only one oval.*

- Yes  
 No  
 N/A

**21. All used foods are disposed of in the organic containers, and unused foods are given away (not wasted).**

*Mark only one oval.*

- Yes  
 No  
 N/A

**22. Have volunteers stationed at recycle and/or organic stations to educate guests on proper disposal.**

*Mark only one oval.*

- Yes  
 No  
 N/A

**23. Provide reminders to participants to use recycling stations in event/meeting areas.**

*Mark only one oval.*

- Yes  
 No  
 N/A

## Other: Utilities, Transportation, Promotional Items, & Décor

**24. Lights and equipment are turned off while not in use.**

*Mark only one oval.*

- Yes  
 No  
 N/A

25. **Guests are provided with close accommodations and ride sharing is encouraged.**

*Mark only one oval.*

- Yes  
 No  
 N/A

26. **Giveaway items have a clear purpose or are a prompt or incentive supporting sustainable behaviour.**

*Mark only one oval.*

- Yes  
 No  
 N/A

27. **Reusable or organic centre pieces are used.**

*Mark only one oval.*

- Yes  
 No  
 N/A

## Additional Comments

28. **Please provide any additional comments regarding your event here:**

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Thank you for completing the Green Events Checklist! We will contact you shortly to confirm we have received your submission.

A copy of your responses will be emailed to the address you provided