

Reduce environmental impact from your events by adopting green practices from this checklist.



Are you adopting at least 5 points worth of green practices? Register your event as a Certified Green Event by following the link or scanning the QR code to the left with your smartphone: <https://www.surveymonkey.com/r/torogreenevent>

*Certified events receive a free certification logo to use in their marketing in recognition of their green practices!*

## Reduce event waste

10 points available

- Request or provide **organics recycling** bins at your event- this is for food scraps that will go into the campus organics recycling dumpster. (3 points)
- Request or provide **mixed recycling** bins at your event- this is for plastics, paper, cans and bottles, and other recyclables generated by your attendees. (2 points)
- Do both and **go zero waste!** (3 points)
- Donate leftover food** to the campus Food Recovery Network chapter: they will notify food-insecure students to come by and take food after the event. E-mail [sustainability@csudh.edu](mailto:sustainability@csudh.edu) with your event date and time to arrange. (2 points)

## Support sustainable foods

5 points available

- Plan menus using **in-season, fresh, local, organic produce.** (1 point)
- Request food and beverage items that are **Fair Trade certified.** (1 point)
- Select **vegetarian and vegan** food options to reduce greenhouse gases. (1 point)
- Request DH Catering serve **locally farmed food from the CSUDH Campus Urban Farm** at your event. If your group is apply for a catering exemption and supplying your own food, e-mail [dhurbanfarm@gmail.com](mailto:dhurbanfarm@gmail.com) to request fresh farm produce at your event. (2 points)

## Sustainable supplies

14 points available

- Do not purchase or allow styrofoam** plateware or products at your event: styrofoam is non-recyclable. (2 points)
- Use reusable plateware and serviceware** instead of single-serving disposable items such as boxes, straws, utensils, etc. (2 points)

## Sustainable supplies cont.

- Serve water and beverages from a dispenser.** Use environmentally-friendly cups that can be reused or recycled and/or encourage event attendees to bring their own reusable cups and bottles to fill up. (2 points)
- Go entirely paperless** by using a projector, dry-erase boards, laptops/tablets, smartphones, etc. to replace individual paper hand outs and flip charts. (2 points)
- When paper is necessary, **give attendees the option to refuse copies, recycle, or return unwanted copies** at the end of the event. (1 point)
- Print double-sided copies of handouts and recycle** any leftover paper copies after the event. (1 points)
- If providing give-aways or promotional items:
  - Give out sustainably-sourced products** i.e. 3rd party certified by an environmental organization such as Fair Trade, FSC, Green Seal, etc. and/or are made of environmentally preferred materials: high recycled content, made of renewable materials, etc. (1 point)
  - Give out reusable items** like a reusable coffee mug or water bottle. (1 point)
  - Give out prizes that are experience-based** instead of physical items e.g. tickets to a soccer game, theme-park tickets, etc. (1 point)

## Support attendees

6 points available

- Purchase carbon offsets** to reduce greenhouse gas impacts from guests traveling to your event. (4 points)
- Provide alternative transportation** information (e.g. bus routes, Toro Express schedule, etc.) to off-campus guests. (2 points)

## Innovation Credit

4 points available

- Use decorations that recycle or re-purpose waste** materials e.g. consider displays made out of scrap paper, plastic bottles, or are reused from another event. (3 points)
- Do you have a sustainable practice not listed here? Fill in the blank! \_\_\_\_\_ (1 point)