



GREEN EVENT CHECKLIST

What is the purpose of this checklist?

This checklist will determine the certification level of your event. It will be filled out by a representative from the Green Events team and a representative from your event at the Preliminary Meeting for your event – *you do not need to fill this out on your own*. The checklist will be used to monitor your event's progress in meeting its goals.

How does this checklist work?

The checklist is designed to accommodate a variety of event types. Your event's certification level is determined by a percentage: Points Completed divided by Total Possible Points. The left column ensures that only categories applicable to your event contribute to your Total Possible Points, while the right column provides specific Sustainability Strategies for each category. This system is designed so that events not eligible for certain points (for example, ones not serving food) are not penalized.

How do I fill out this checklist?

1. *Determine applicable categories.* Read through the left column of the checklist and answer each yes or no question. If you check "yes," transfer the associated points ("points possible") to the blank space at the bottom right of each box.
2. *Choose strategies.* On the right side of the checklist, check each Sustainability Strategy which you will be incorporating into your event. Each Strategy is associated with one or two points. Transfer the sum of those points to the blank in the bottom right corner of each box.
3. *Calculate your score.* Add all points written in the left side of the checklist to get the number of Total Possible Points of your event. Write that number in the corresponding box at the end of the checklist. Then add all points from the right side of the checklist to get the "Total Earned Points" of your event, and place that value in the corresponding box. Finally, divide the second number by the first to get your event's percent completion.

Events earning a score of **50-65% receive Bronze** certification, those earning **65-80% receive Silver** certification, and those receiving **80% or above receive Gold** certification.

How can I take my sustainability efforts even further?

The Green Events Certification Program also offers a **Platinum** certification. This is awarded to events which complete the standard checklist to Gold certification standards (>80%), and also complete two items from a separate Platinum Checklist. For more information, see the end of this document.

GREEN EVENT CHECKLIST

Venue - Event Location & Energy Use

From a sustainable standpoint, an outdoor event is preferable and a LEED-certified building is the next best option.

Learn more about LEED-certified buildings on campus [here](#)

(2 points possible)

Select one of the following:

- ☐ *We will host our event outdoors (2 points)*
- ☐ *We will choose a venue that is LEED-certified (1 point)*
- ☐ *None of the above (0 points)*

Transport- Public Transit, Carpooling, Virtual Option

To help make your event as sustainable as possible, encourage attendees to walk, bike, utilize Madison's Metro Transit bus system, or carpool.

More information on bike paths can be found [here](#) and bus routes [here](#).

Will attendees be traveling (across campus or further) to come to your events?

- ☐ *Yes: 6 points possible*
- ☐ *No: proceed to next question*

(6 points possible)

Select all that apply:

- ☐ *We will provide information about public transit options (1 point)*
- ☐ *We will provide information about the bicycle routes to the event (1 point)*
- ☐ *We will provide information to help guests coordinate carpooling to the event (1 point)*
- ☐ *We will incentivize the use of public transit, biking, walking or carpooling (2 points)*
- ☐ *We will provide video-conferencing/webinar options for out-of-town participants, to reduce the need for long distance travel (1 point)*
- ☐ *None of the above (0 points)*

Notes:

Materials - Decor, Giveaways, Table Coverings

Opt for sustainable and reusable decor at events to minimize waste and environmental impact. Incorporating items like fabric banners and potted plants that can be repurposed for future occasions are good options to promote eco-consciousness.

Will your event feature centerpieces?

- ☐ Yes: 1 point possible
- ☐ No: proceed to next question

Select one of the following:

- ☐ We will use reusable centerpieces (1 point)
- ☐ We will have centerpieces that guests will take home with them (e.g. live plants, dried flowers, bowl of fruit) (1 point)
- ☐ None of the above (0 points)

Will your event feature other large decorative elements such as banners?

- ☐ Yes: 2 points possible
- ☐ No: proceed to next question

Select all that apply:

- ☐ We will use reusable banners/decor items (1 point)
- ☐ We will choose banners/decor made with recycled materials (1 point)
- ☐ None of the above (0 points)

Will your event feature table coverings?

- ☐ Yes: 1 point possible
- ☐ No: proceed to next question

Select one of the following:

- ☐ We will use reusable table coverings (1 point)
- ☐ We will use paper table coverings and ensure that they are recycled or composted (1 point)
- ☐ None of the above (0 points)

Will your event give away any prizes or swag to attendees?

- ☐ Yes: 2 point possible
- ☐ No: proceed to next question

Select all that apply:

- ☐ We will choose giveaway "experiences" such as coupons or gift certificates to local/sustainable businesses (1 point)
- ☐ We will choose giveaway items that are recycled and/or reusable (i.e. reusable grocery bags made from recycled plastic) (1 point)
- ☐ None of the above (0 points)

Notes:

Communication - Name Tags, Signage, Handouts

A low cost way to create professional and reusable name tags can include a safety pin attached to a laminated cardstock sheet, to be written on with dry erase markers.

Handouts or schedules can be printed on seed paper, to be planted or composted after the event.

Will you have name tags at your event?

- ☐ Yes: 1 point possible
- ☐ No: proceed to next question

Select one of the following:

- ☐ We will provide reusable name tags and collect them for use at future events (1 point)
- ☐ We will provide recyclable or compostable name tags and will offer a location to properly dispose of them at the end of the event (1 point)
- ☐ None of the above (0 points)

Will you have any handouts/schedules at your event?

- ☐ Yes: 2 points possible
- ☐ No: proceed to next question

Select one of the following:

- ☐ We will primarily offer electronic versions of event handouts (1 point)
- ☐ We will offer handouts/schedules printed on post consumer paper (1 point)
- ☐ None of the above (0 points)

Do you have the capacity to solicit feedback from your guests (e.g. will you have the emails of your guests)?

- ☐ Yes: 1 point possible
- ☐ No: proceed to the next question

Check if applicable:

- ☐ We will send our guests an electronic survey about their impression of the Green Event (1 point)
- ☐ None of the above (0 points)

Notes:

Food - Sustainable Foods & Drinks, Dishware, Food Donation

We encourage locally sourced food, such as from a local farm or a farmer's market, and plant-forward meals. See this link for some menu inspiration: <https://cooking.nytimes.com/topics/vegetarian>. Furthermore, the following sections provide methods to minimize food waste.

****If food or drinks will not be served at your event, proceed to the next section**

<p>Does your event serve food?</p> <p><input type="checkbox"/> Yes: 6 points possible</p> <p><input type="checkbox"/> No: proceed to next section</p>	<p><input type="checkbox"/> We will serve an all vegetarian menu (no meat or seafood served) (2 points)</p> <p><input type="checkbox"/> We will donate and/or compost any leftover food- Consider using the Free Food Alert System (2 points)</p> <p><input type="checkbox"/> We will offer a vegetarian and/or vegan option to attendees, including entrées if serving a meal (1 point)</p> <p><input type="checkbox"/> We will provide guests with information about sustainable menu choices (1 point)</p> <p><input type="checkbox"/> None of the above (0 points)</p>
<p>Will you ask guests to RSVP to your event?</p> <p><input type="checkbox"/> Yes: 2 points possible</p> <p><input type="checkbox"/> No: proceed to next question</p>	<p>Select all that apply:</p> <p><input type="checkbox"/> We will use guest RSVPs to ensure that an appropriate amount of food is provided (1 point)</p> <p><input type="checkbox"/> We will use RSVPs to solicit dietary restrictions from guests (1 point)</p> <p><input type="checkbox"/> None of the above (0 points)</p>
<p>Will your event utilize dishware or utensils?</p> <p><input type="checkbox"/> Yes: 2 points possible</p> <p><input type="checkbox"/> No: proceed to next question</p>	<p>Select all that apply:</p> <p><input type="checkbox"/> We will use reusable, compostable, or recyclable dishware (1 point)</p> <p><input type="checkbox"/> We will use reusable utensils or choose foods that need no utensils (1 point)</p> <p><input type="checkbox"/> None of the above (0 points)</p>

Notes:

Food - Sustainable Foods & Drinks, Dishware, Food Donation

<p>Will food at your event be served buffet-style?</p> <p><input type="checkbox"/> Yes: 2 points possible</p> <p><input type="checkbox"/> No: proceed to next question</p>	<p>Select all that apply:</p> <p><input type="checkbox"/> We will have signage encouraging guests to only take food they can eat (1 point)</p> <p><input type="checkbox"/> We will provide small plates (e.g. smaller than a typical dinner plate) to encourage people to only take what food they can eat (1 point)</p> <p><input type="checkbox"/> None of the above (0 points)</p>
<p>Will coffee/tea be served at your event?</p> <p><input type="checkbox"/> Yes: 3 points possible</p> <p><input type="checkbox"/> No: proceed to next question</p>	<p>Select all that apply:</p> <p><input type="checkbox"/> We will provide sweeteners and cream in bulk quantities to reduce waste (1 point)</p> <p><input type="checkbox"/> We will provide reusable or compostable stirrers in place of disposable stirrers, or eliminate the use of stirrers all together (1 point)</p> <p><input type="checkbox"/> We will encourage guests to bring their own mugs or we will provide reusable or compostable mugs (1 point)</p> <p><input type="checkbox"/> None of the above (0 points)</p>
<p>Will beverages be served at your event? (other than coffee/tea)</p> <p><input type="checkbox"/> Yes: 3 points possible</p> <p><input type="checkbox"/> No: proceed to next question</p>	<p>Select all that apply:</p> <p><input type="checkbox"/> We will provide beverages in bulk to avoid individually-packaged beverages and to reduce waste (1 point)</p> <p><input type="checkbox"/> We will encourage guests to bring their own drink containers (1 point)</p> <p><input type="checkbox"/> We will provide reusable cups for all beverages or cups that can be recycled or composted (1 point)</p> <p><input type="checkbox"/> None of the above (0 points)</p>

Notes:

Waste - Recycling, Compost

If your event is on the UW–Madison campus, recycling should be available at your location.

- For questions on what is recyclable, check out: [Pellitteri Recycle Right](#) guide

If your event is at Gordon Dining & Event Center, DeJope Residence Hall, Union South, or Memorial Union, composting should be available at your location.

Is your event in a location where recycling is available?

- ☐ Yes: 4 points possible
- ☐ No: proceed to next question

Select all that apply:

- ☐ We will have trained staff help attendees sort waste at recycling stations or will sign up for a post event waste audit (2 points)
- ☐ We will have recycling bins with corresponding signage (1 point)
- ☐ We will strategically locate waste and recycling bins for easy access by attendees (1 point)
- ☐ None of the above (0 points)

Is your event in a location where back-of-house compost is available?

- ☐ Yes: 1 point and proceed to end of checklist
- ☐ No: 1 point possible

Select all that apply:

- ☐ We will utilize a third-party composter (1 point)
- ☐ None of the above or not applicable (0 points)

Notes:

Points

Total Eligible Points:	Total Earned Points:
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*Intended Percent Achieved (Total Earned/Total Eligible):*_____

*Intended Certification Level:*_____

Certification Level Break Down: Bronze: 50-65% Silver 65-80% Gold: 80+%

***Congratulations, you are well on your way to becoming
a certified Green Event!***



PLATINUM CHECKLIST

Why have an additional checklist?

This Platinum checklist is for those who want to go a step further with sustainability, and offers an opportunity to receive a Platinum Certification in recognition of those efforts. The items on this list are both unique and challenging to complete, which is why they were not included in the standard Green Events Checklist. They do, however, have notable contributions to environmental and social sustainability, which is why they have been incorporated into the certification process via this additional checklist.

How does the Platinum Checklist work?

In order to achieve Platinum Certification, an event must complete two items from the Platinum Checklist *in addition* to achieving Gold Certification (>80%) on the standard Green Events checklist.

Select 2 of the following items to complete a platinum certification.

Platinum Items:

We will...

- ☐ Source at least 50% of food items locally
- ☐ Coordinate a Zero Waste event
 - ☐ Involves the following: all reusable dishware/utensils (or less desirable option: all recyclable or compostable), all food waste donated or composted, all signage and any other disposables are recycled, and conducting a waste audit to ensure that at least 90% of waste is diverted from landfill
- ☐ Serve a completely vegan menu
- ☐ Incorporate a project into the event which will create a positive social impact
 - ☐ Examples: partnering with a tree-planting organization to plant trees in neighborhoods that need them or have event attendees sign a pledge to use public transportation more and follow-up with them in a month via email
- ☐ Create a Platinum item of our own, have it approved by Green Events team, and complete it in tandem with the event