**Sustainable Events Checklist**

Complete this checklist and submit for review

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**BASICS**

- Provide plant-based options
- Reduce waste from drinks
  - 1. Provide drinks in pitchers or large dispensers and/or
  - 2. Ask attendees to bring personal water bottle/mug
- Eliminate plastic coffee stirrers, paper doilies and straws
- Ask attendees to register for meals to better estimate quantities and reduce potential excess

**EXTRA MILE**

- Request local, organic, seasonal and fair trade options be utilized where possible
- Request compostable tableware
- Utilize reusable tablecloths
- Avoid individually packaged items (butter, cream cheese, sugar, condiments, snacks, bottled/canned drinks)
- Advertise the event completely paperless¹
- Utilize only reusable decorations (potted plants vs. cut flowers)
- Ask attendees to bring their own nametags
- Request compost waste collection

**EDUCATIONAL**

- Request reusable dinnerware and napkins²
- Provide information on the sustainable qualities of the food
- Share reasons why vegetarian options are sustainable

**Catering**

- Use whiteboards instead of paper boards
- Create signs/banners so they can be reused (avoid dates, names, etc.)
- Request reusable nametags*
- Use paperless methods as much as possible to advertise (when necessary print on Forest Stewardship Certified paper and place a “please recycle” reminder at the bottom)
- Request outdoor water bottle refill station*

**Waste**

- Turn off all electronics when not in use
- Monitor water use when necessary
- Check that everything is turned off when leaving the event
- Use the solar-powered generator for outdoor events where possible*

**Energy & Water**

- Hold your event in a room that provides natural lighting (for example, in Fisher Student Center consider Masonboro Island, Wrightsville Beach, Topsail Island, Sunset Beach, Commercial Realty or Saffo rooms)
- Offset your greenhouse gas emissions
- Provide information about the sustainable practices at the event location such as natural lighting, low flow water fixtures, renewable energy and recycling/composting efforts*

**Other**

- Strive to invite local presenters, speakers, panelists, etc.
- Book rooms at a Green Hotels Association hotel¹ for out-of-town presenters
- Request event materials (PowerPoints, flyers, biographies, etc.) be distributed in advance so participants can access them virtually
- Encourage participants to evaluate the event in an online survey, including the effectiveness of the sustainable aspects
- Announce to participants the goal of holding a sustainable event
- Prepare favors for participants and presenters that include local products, educational materials and sustainable alternatives to everyday needs (ex. reusable bag)
- Appoint a sustainability coordinator for the event

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* Items can be requested from UNCW Sustainability

¹ You receive points for a similar credit that cannot be replicated

Any credits that are not applicable will not count against the total percentage of points, place ○ in those boxes.