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sustainability.uic.edu/
campus-resources/
green-event-guides

Name of Event: _____

Date of Event: _____

As a customer of the UIC Student Centers (Student Center East & Student Center West), use this Green Event Guide for suggestions in making your event more sustainable. Simple measures such as being aware of your environmental impact will help protect the earth and will help your department be recognized as an official UIC Green Event!

To use this guide, simply check off completed event suggestions throughout the planning and management of your event. The more tasks you accomplish, the more points you will earn. To receive official recognition for hosting a green event, complete this checklist contained in this document, and then fill out the appropriate form on the website listed on the upper left corner of this page.

Before Event

Remember, this is a planning guide. Check off the items below and give yourself points in advance of your actual event.

Getting Started (Up to 4 Points)

- Meet with members of your team along with any counterparts of your event (caterer, executive chef, facilities manager, faculty/staff involved) and come up with goals to create a sustainable event. (1 point)
- Request a UIC Eco-Educator from the Office of Sustainability by contacting us via email sustainability@uic.edu. Eco-Educators are student volunteers who will assist guests in sustainability efforts during the event such as assisting with recycling. (1 point)
- Be sure to reserve your event space by visiting the Meeting and Conferences' website by following these links at www.uic.edu/depts/meetings (1 point)
 - Student Center East Request Form
 - Student Center West Request Form
- Use electronic means (email, listservs, websites, social media sites, etc.) to publicize, send out invitations, send out agendas/presentations, and to register participants. (1 point)



**Avoid
Print Outs**



**Use
Electronic Means**

sum of points from page 1 _____

Food and Beverage (Up to 17 Points)

- Strive for a minimum silver rating when using the UIC Catering Green Event Guide available at <https://sustainability.uic.edu/campus-resources/green-event-guides> (15 points)
- Attempt to closely estimate food amounts through a careful head count OR request food preference before the event to minimize waste. (2 points)
If you will not be serving any food or beverages, skip this section and give yourself 17 points.

Conserving Resources (Up to 10 Points)

- If print outs are unavoidable, use UIC Office of Publications or another eco-friendly printing company and use double sided printing. (3 points)
If you will not be passing out print outs, skip this section and give yourself 3 points.
Printing companies we love (but not limited to) include:
 - UIC Office of Publications
 - Digital Hub in Goose Island (Chicago, IL)
 - Consolidated Printing
in Norwood Park (Chicago, IL)
- If you wish to hang signage, you must work with Meetings and Conferences to receive approval. Visit either of the Meetings and Conferences offices. (1 point)
If you will not be hanging signs, skip this section and give yourself 1 point.
 - Student Center East, 750 S. Halsted St. Room 215 (312) 413-5040
 - Student Center West, 828 S. Wolcott Ave. Room 242 (312) 413-5225
- Create mobile friendly PDF versions of your agenda and/or program. For example, instead of printing out programs, create a code for people to scan to review documents from a mobile device or tablet. (1 point)
If you do not have a program or agenda, skip this section and give yourself 1 point.
Create your own QR Code: www.qrstuff.com
- **Ask participants to bring their own mug or water bottle. Also, ask participants to bring a pen and notebook or tablet to the event for note taking. (1 point)**

Public Transportation is better for the environment because it saves energy, reduces the number of cars on the streets and is affordable.
- Encourage bicycling to the event by providing an incentive for guests that bike. For example, enter them in a raffle if they show their bicycle helmet. Also point out the bicycle racks in the front of the student center and nearby Divvy stations. (1 point)
- Prior to event, notify guests via electronic communication of accessible public transportation options near the Student Center where your event is taking place. (3 points)

sum of points from page 2 _____

Student Center West

1. CTA bus route - 7, Harrison
2. CTA bus route - 9, Ashland
3. CTA bus route - 11, Lincoln/Sedgwick
4. CTA bus route - 60, Blue Island/26th OWL
5. CTA bus route - 157, Streeterville/Taylor
6. CTA "L" - Blue Line, Racine stop
7. CTA "L" - Pink Line, Polk stop
8. Divvy Station at Wolcott Ave & Polk St

Student Center East

1. CTA bus route - 8, Halsted
2. CTA bus route - 12, Roosevelt
3. CTA bus route - 157, Streeterville/Taylor
4. CTA bus route - 60, Blue Island/26th OWL
5. CTA "L" - Blue Line, UIC Halsted stop
6. Divvy Station at Halsted St & Polk St



Avoid Driving



Use
Public Transportation

During Event

Remember, this is a planning guide. Check off the items below and give yourself points in advance of your actual event.

Recycling & Waste Minimization (Up to 8 Points)

- Place recycling bins next to trash bins at events and hang recycling signs above the appropriate bin. Signs can be accessed at <https://sustainability.uic.edu/campus-resources/green-event-guides> (4 points)
- Remind participants during event announcements of recycling, the location of the bins, the role of the Eco-Educators, and the importance of recycling to the event. (1 point)
- Place Eco-Educators/volunteers next to trash bins and recycling bins to help participants dispose of their waste correctly. (1 point)
- If box lunches are unavoidable, require all participants to recycle the box in the paper recycling container. (2 point) *If you will not be serving any food or beverages, skip this section and give yourself 2 point.*

sum of points from page 3 _____

After Event

Remember, this is a planning guide. Check off the items below and give yourself points in advance of your actual event.

Accountability (Up to 1 Point)

- Announce the impact of your sustainability initiative post-event to participants and event sponsors to ensure accountability. (0.5 point)
- Provide feedback to building managers, caterers, event coordinators, and other service providers. (0.5 point)

sum of points from page 4 _____

TOTAL POINTS _____

Level Achieved

- Gold = 30-40 Points
- Silver = 20-29 Points
- Bronze = 10-19 Points



Avoid
Trash Cans



Have Your
Guests Recycle

THE UNIVERSITY OF ILLINOIS AT CHICAGO SUSTAINABILITY