



sustainability@uic.edu



(312) 413-9816



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

Name of Event: _____

Date of Event: _____

This Green Event Guide can be used to help educate, assist and motivate student organizations to make UIC more environmentally friendly by providing sustainable choices for your programming and activities. 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 2 Points)

- Meet with members of your organization and the Office of Sustainability to come up with goals in creating a sustainable event or meeting. (1 point)
- If hosting a larger event, such as EcoJam, be sure to let Campus Programs know that you are planning to host a green event. This will ensure that all responsible parties are informed, and add to your green event. (1 point)

Promotional Items (Up to 12 Points)

If you will not be using any promotional materials, skip this section and give yourself 12 points.

- Purchase items from vendors that produce items using recycled/renewable/reusable and / or organic materials. (4 points)
Companies like **Eco-swag** or **Lin Jen** sell promotional items that are biodegradable, plantable/seeded, recycled, recyclable, and/or reusable
- Purchase fair-trade items that will really be used and appreciated. (4 points)

Green Event Guide for UIC Student Organizations



Avoid
Print Outs



Use
Electronic Means

sum of points from page 1 _____

- Choosing products that showcase your values and stories inherent to your club/ organization's interest. For example, if you are an event organizer for a student cooking club, you may want to purchase cutting boards that are made from bamboo or aprons that are made from environmentally friendly products. **(2 points)**
- Turn flyers into Campus Programs and promote that it is a Green Event. **(1 point)**
- You can answer "yes" to the following questions **(1 point)**
 - Are they really "green" promotional items?
 - Are they significantly better for the environment than other more traditional give away items?
 - For what you are spending, and the energy impact necessary to produce the item, will it have the return/outcome you desire?

Advertising (Up to 6 Points)

- Use electronic means (email, listserv, websites, QR codes, social media sites, etc.) to publicize, conduct business, send our invitations and/or register participants. **(1 point)**
- Only produce the amount of flyers/posters/handouts you think you will need. **(1 point)**
If you don't use flyers/ posters, skip this section and give yourself 1 point.
- If print outs are unavoidable, use UIC Office of Publications or another eco-friendly printing company and use double sided printing. **(4 points)**
If you will not be passing out print outs, skip this section and give yourself 4 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)

Events and Meetings (Up to 7 Points)

- Complete the "Registered Student Organization Request For Use of Student Center East and Student Center West Facilities" form and read the "Office of Meetings and Conferences Policies for Registered Student Organizations" section carefully. **(2 points)**
 - Fill out the room reservation form for student organizations through meetings and conferences.
 - Forms must be picked up at the Office of Meetings and Conferences. An officer of your student organization must turn in the completed forms to the Office of Meetings and Conferences.
- Have the event outside, weather permitting, at either the Lecture Center Plaza (aka the Quad) or the Grove (Taylor Street and Morgan Street) **(2 points)**

sum of points from page 2_____

- If you can't have it outside, have your meeting and/or event in one of UIC's LEED certified and renovated buildings.
(2 points) *If you have your meeting/ event outside, skip this step and give yourself 2 points.*
 Grant Hall
 Lincoln Hall
 Douglas Hall

- Seek naturally lit meeting rooms for your event if possible. **(1 point)** *If you have your meeting/ event outside, skip this step and give yourself 1 point.*
 Contact the Building Managers or another appropriate contact to inquire about naturally lit rooms. Don't know the Building Managers? Contact us at sustainability@uic.edu and we'll help you!

Be a UIC Eco-Educator (4 Points)

- You or a member of your organization is an Eco-Educator.
 Sign up at sustainability.uic.edu/get-involved/volunteer/ **(4 points)**

During Event

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

At the Event (Up to 4 Points)

- Announce to participants/attendees of your event what the goals of the green event are and ask their assistance in meeting them. Explain to student members why striving to be sustainable in their events is important. **(2 point)**

- Point out the features of the sustainable event **(2 point)**
 Announce where recycling bins are located
 Introduce Eco-Educators or volunteers

Recycling & Waste Minimization (Up to 4 Points)

- Place recycling bins/services next to trash bins at events **(2 points)**
 Be in contact with the building manager of the facility where your event is taking place to ensure there are recycling bins

- Remind participants during event announcements of recycling and it's importance to the event **(1 point)**

- Place UIC Eco-Educators next to trash bins and recycling bins to help participants dispose of their waste correctly **(1 point)**

sum of points from page 3 _____

Accountability (Up to 1 Point)

- Announce to participants/attendees of your event what the goals of the green event are and ask their assistance in meeting them. Explain to student members why striving to be sustainable in their events is important. **(0.5 points)**
- Point out the features of the sustainable event to your participants. **(0.5 point)**
Suggestions include (but not limited to)
 - Announcing where recycling bins are located
 - Introducing the Eco-Educators or other volunteers

After Event

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

- Remove and recycle flyers after your event. **(1 point)** *If you didn't use flyers/posters, skip this section and give yourself 1 point.*
- Save and reuse any materials/supplies for future events. **(1 point)**
- Turn off all lights and electronic equipment. This includes, but is not limited to, light switches, computer monitors, and projectors. **(1 point)** *If you have your meeting/ event outside, skip this step and give yourself 1 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**

Host a Sustainable Event

Here are some ideas for your student organization to have a sustainable event and help UIC reduce its environmental footprint

- Clothing Drive
- Coffee 2 Compost
Collect spent coffee grounds for compost. Do so by conducting weekly pickups at each partner shop and then bring the spent coffee grounds to compost bins.
Shops include: Port Center Cafe, Dunkin Donuts, Cafe Descartes, Au Bon Pain, The Daley Grind, Bull Market Coffee Shop
- Canned Food Drive competition between organizations or teams
- Campus trash pick-up competition
Student Organizations/teams compete to see how much trash they can pick up on outdoor campus grounds. Organizations or teams can host a plastic water bottle competition where students are encouraged to collect and recycle water bottles
- Ink cartridge recycling event
- More event ideas from the students at Stonehill College: <http://www.stonehill.edu/offices-services/stonehill-goes-green/environmental-events-on-campus-2/>

If you are an **Eco-Educator** or will become one, get involved by participating in Environmental and/or events hosted by the UIC Office of Sustainability. Some of these events are listed below.

Earth Month Events

Campus Electronics Recycling Collection
EcoJam

Sustainability Days Events

Green Campus Tours
Weigh Your Waste with UIC Dining Services
Great Stuff Exchange

For more information about getting involved or questions about any of these events contact The UIC Office of Sustainability at (312) 996-3043 or sustainability@uic.edu



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