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

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

**SUSTAINABILITY:** Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.[1]

**SUSTAINABLE EVENT:** An event that promotes environmental education through its operations and/or messaging while working towards overall waste minimization.

**TELECONFERENCING/WEB-CONFERENCING:** Meeting through a telecommunications medium. It is a generic term for linking two or more locations by electronics to eliminate transportation between places.[6]

**VEGETARIAN:** Of or relating to the exclusion of meat or other animal products from diet.[8]

**VEGAN:** Of or relating to the exclusion of animal food or dairy products from the diet.[9]

**LOCAL:** Belonging or relating to a particular area or neighborhood, typically exclusively so. The USDA considers local to be within 400 miles. UIC Dining Services considers local to be within a 250-mile radius.[5]

**NON-GMOs:** Foods that have not been genetically engineered with DNA from bacteria, viruses or other plants and animals.[3]

**FAIR TRADE:** A movement whose goal is to help producers in developing countries get a fair price for their products so as to reduce poverty, provides for the ethical treatment of workers and farmers, and promote environmentally sustainable practices.[3]

**RECYCLING:** Converting (waste) into reusable material.

REDUCE the waste we produce by choosing materials wisely

REUSE what we have already by considering new roles for unwanted material

RECYCLE what must be thrown away, and minimize material bound for landfill.[7]

## Paper

### YES

White and colored paper  
Glossy paper  
Envelopes, including window  
NCR (Carbonless paper)  
Copy-Paper Ream wrappers  
Chip Board  
Newspaper and Magazines  
Brown Paper  
Milk Cartons[7]  
Hard-Bound Books

### NO

Tissue paper and paper towels  
Food and food wrappers  
Styrofoam and paper cups  
Plastic Bags  
Plastic-coated paper (laminated)  
Carbon paper  
Photographic paper  
Coated fax paper  
Tyvek plastic envelopes  
Mailing envelopes with plastic padding[7]

# GLASS, METAL AND PLASTIC

## YES

Plastic Bottles (numbers 1 to 5, and 7)  
Aluminum cans  
Steel cans  
Glass bottles  
Aluminum foil (not heavily soiled)  
Juice boxes & Tetra Paks  
Plastic bags and wrap  
Non-Hazardous, empty chemical bottles[7]

## NO

Lots of liquids in bottles  
Plastic Cutlery[7]  
Unnumbered plastic  
#6 plastic (Styrofoam cups and packing, Solo cups)

**PUBLIC TRANSPORTATION:** Buses, trains, subways and other forms of transportation that charge set fares, run on fixed routes, and are available to the public. Public transportation is better for the environment because it saves energy, reduces the number of cars on the streets and is affordable.

**ACCESSIBILITY:** The degree to which a product, device, service or environment is available to as many people as possible.

**REUSABLE ITEMS:** Water bottles, mugs, notebooks, food containers, etc. Anything capable of being used again or repeatedly and not disposable.

**TURNING OFF ELECTRONICS:** Turning off all lights, computers, projectors, monitors, and anything else that uses electronic energy to conserve energy.

**OUTSIDE EVENTS:** Hosting events outside is recommended because using natural resources can conserve resources. Hosting events outdoors can help engage and change the mood of participants.

## REFERENCES

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3. Fair Trade. (n.d.). Merriam-Webster.
4. GMO Facts. (n.d.). The Non-GMO Project. Retrieved August 5, 2014, from <http://www.nongmoproject.org>
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8. Vegetarian. (n.d.). Dictionary.com.
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