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

Name of Event: _____

Date of Event: _____

This Green Event Guide can be used for events being hosted in the UIC Forum or the UIC Pavilion. Use this guide for suggestions on 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

Green Event Guide for UIC Forum and Pavilion

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 5 Points)

- Meet with members of your team and come up with goals - like the ideas in this guide - to create a sustainable event or meeting. **(1 point)**
- Discuss these goals with the caterer, executive chef, facilities manager, and/or any other faculty/staff involved in your event. **(2 points)**
- Request a UIC Eco-Educator from the Office of Sustainability by contacting us via email. Eco-Educators are student volunteers who will assist guests in sustainability efforts during the event such as recycling. **(1 point)**
- **Use electronic means (email, listservs, websites, social media sites, etc.) to publicize, send out invitations, send our agendas/presentations, and register participants. (1 point)**

Food (Up to 17 Points)

- If serving food and beverages at your event consider using UIC Catering. UIC Catering offers a wide variety of options that will fulfill your event needs. By using UIC Catering, you are supporting UIC's services while minimizing the amount of travel needed to transport food and beverages. View all of UIC Catering's options at: www.uic.edu/depts/dining/catering



**Avoid
Print Outs**



**Use
Electronic Means**

sum of points from page 1 _____

If you will not be serving any food or beverages, skip this section and give yourself 17 points.

- Complete the UIC Catering Green Guide to see a simple list of all sustainable food options UIC catering offers. The guide can be accessed at sustainability.uic.edu/campus-resources/green-event-guides. (6 points)
- Attempt to closely estimate food amounts through a careful head count OR request food preference before the event to minimize waste. (2 point)
- Have vegetarian, organic, local, non-genetically modified foods, and/or Fair Trade food options. (2 points)
- Use large platters or buffets. (1 point)

Beverage

- If providing beverages such as coffee or tea, use Fair Trade or organic/shade grown. (4 points)

Companies that we love (but not limited to) include:

- Starbucks Coffee Company
(provided by UIC Catering) (Seattle, WA)
- Metropolis Coffee Company roasting
in Rogers Park (Chicago, IL)
- Intelligentsia Coffee roasting in United Center Park (Chicago, IL)

- Use reusable pitchers. (1 point)
- **Avoid having plastic water bottles at the event and let participants know to bring their own reusable water bottles and/or provide reusable bottles and cups. (1 point)**

Conserving Resources (Up to 4 Points)

- If print outs are unavoidable, use UIC Office of Publications or another eco-friendly printing company and use double sided printing. (2 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)



Avoid Driving



Use
Public Transportation

sum of points from page 2 _____

- 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

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 to the Forum. For example, enter them in a raffle if they show their bicycle helmet. (1 point)

UIC Forum

1. CTA bus route - 8, Halsted
2. CTA bus route - 12, Roosevelt
3. CTA bus route - 157, Streeterville/Taylor
4. CTA bus route - 18, 16th/18th
5. CTA "L" - Blue Line, UIC Halsted stop
6. Divvy Station at Halsted St & Rochford St

UIC Pavilion

1. CTA bus route - 7, Harrison
2. CTA bus route - 60, Blue Island/ 26th OWL
3. CTA bus route - 126, Jackson
4. CTA "L" - Blue Line, Racine stop
5. Divvy Station at Racine Ave & Congress Pkwy

Recycling & Waste Minimization (Up to 13 Points)

- Eliminate excess food packaging, have food in bulk. (1 point)
If you will not be serving any food or beverages, skip this section and give yourself 1 point.
- Serve Bite-sized foods that do not require utensils. (1 point)
If you will not be serving any food or beverages, skip this section and give yourself 1 point.
Use small plates, table cloths, cloth napkins, compostable utensils, napkins, plates, reusable cups, etc. (1 point) *If you will not be serving any food or beverages, skip this section and give yourself 1 point.*
- Hire a composting company for the event. (4 points) *If you will not be serving any food or beverages, skip this section and give yourself 4 points.*
- Place Eco-Educators/volunteers next to trash bins and recycling bins to help participants dispose of their waste correctly. (2 points)



**Avoid
Trash Cans**



**Have Your
Guests Recycle**

sum of points from page 3 _____

During Event

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

- **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> (3 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)
- If box lunches are unavoidable, require all participants to recycle the box in the paper recycling container. (1 point) *If you will not be serving any food or beverages, skip this section and give yourself 1 point.*

Accountability (Up to 1 Point)

- Provide feedback to building managers, caterers, event coordinators, and other service providers. (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
Disposable Water
Bottles



Use
Reusable Bottles