

Commit to **14 items** in order to certify your Green Event at: bit.ly/greeneventsIU

Beverages

- No plastic water bottles will be provided at the event **(required)**
- Attendees will be encouraged to bring their own reusable dinnerware OR reusable cups will be provided
- Avoid use of individually packaged sweeteners and creamers instead use carafes and reusable dishes

Food

- Reusable dishware will be used OR materials will be recyclable OR compostable AND recycling/composting bins will be provided
- Vegetarian/Vegan options provided
- Host is purchasing in bulk
- Composting bins for leftovers will be provided
- Reusable napkins and linens will be used
- Additional food that is eligible will be donated or saved for future use

Event Advertising & Stationary

- Event uses paperless communications for advertising, registration, announcements, and updates
- Event agendas and presentations will be shared electronically
- All unavoidable printing is double-sided
- Recycling bins are made available
- Stationary and notepads are only distributed on request

Transportation

- Participants are encouraged to use alternative modes of transportation or otherwise reduce their use of fossil fuel
- Venue is easily accessible by attendees by foot, bicycle, or public transportation
- Event attendees are encouraged to carpool if driving is necessary
- Options for local transportation (such as campus and Bloomington transit systems) are shared with those registering or RSVPing to your event
- Information on campus commute is shared to anyone traveling from Indianapolis
- If transportation is a part of the event (such as traveling to the stadium, IMU) we will arrange a bus, carpool, or walking group
- Location has enough bike racks for 20% of participants to utilize

Event Venue, Decor, & Giveaways

- Any non-renewable decorations will be recycled
- Venue will be appropriately sized for the audience to limit energy use
- Any prizes or giveaways will be sustainable and useful, or no giveaways are provided
- Flowers are sourced from local and sustainable providers (such as Hilltop Gardens)
- The venue and meeting time were chosen to capitalize on daylight
- Reserve event space in a LEED certified building

If you cannot reach 14 criteria, explain additional ways you plan to “Green” your event!
For more information, check out our full **Green Event Guide** at sustain.iu.edu.

