

# GREEN CERTIFIED - ZERO WASTE

## EVENT CHECKLIST












Here's what you do:  
**Circle the appropriate boxes based on the descriptions below.**

**Green Certified:**  
 Complete all applicable white boxes (without the recycle logo).

**Zero Waste:**  
 Complete all applicable white boxes AND any 7 additional green boxes (with the recycle logo)

Thanks for helping Harper College go **GREEN!**

**Green Grants:**  
 Clubs and organizations have the opportunity to apply for funding to help with incorporating sustainability components in an event. See the Grant Request form to apply.

<u>RETHINK</u>	<u>REDUCE</u>	<u>REUSE</u>	<u>RECYCLE</u>
<ul style="list-style-type: none"> <li>• <b>Educate event attendees</b> - about your green event. See a sample script provided by the Center for Student Involvement and Sustainability.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Go Digital</b> - minimize printed materials. Advertise on HarperVision, Harbinger Online, online calendar, and social media. *</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Choose reusable decorations</b> - Check with the Center for Student Involvement or with Student Activities Board to see what event decorations are currently available for use. *</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Request recycle bins for event</b> - stop by the Center for Student Involvement to place request.</li> </ul>
<ul style="list-style-type: none"> <li>• Following the conclusion of the event, complete an <b>Evaluation Form</b>, provided by the Center for Student Involvement.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eliminate Styrofoam</b> - request paper items such as paper boats, and/or napkins.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Re-purpose posters or any printed materials</b> - get creative! You can use the materials as scratch paper, wrapping paper for gifts, or you can even shred it and use it as packing material.</li> </ul>	<ul style="list-style-type: none"> <li>• During your event, <b>group all waste bins into waste stations</b>, including one trash and one recycle bin next to each other – no standalone trash bins.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Utilize the green event or zero waste logo</b> on all event communications.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Utilize whiteboards and projectors</b> - to eliminate the use of flipcharts and handouts.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Use reusable table clothes</b> that can be washed and reused instead of plastic disposable ones. </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Clearly label all waste and recycle bins</b> - visit the Center for Student Involvement for the laminated signage. * </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Consider environmentally friendly giveaways</b>.*</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Serve food in bulk, avoid boxed lunches, and serve food on platters</b> - Use bulk condiments including coffee creamer, sugar, and ketchup. </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Serve food on reusable platters and use reusable serving utensils.</b> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Request composting bins for event.</b> * </li> <li>• <b>Commit to having volunteers at waste stations</b> to help participants sort waste properly – at least one volunteer per waste station. </li> </ul>
<ul style="list-style-type: none"> <li>• Consider purchasing event T-Shirts from <b>environmentally friendly vendors.</b> *</li> </ul>	<ul style="list-style-type: none"> <li>• Consider serving bite sized or finger food to <b>eliminate the need for single use utensils.</b> If food is bite sized, consider using napkins instead of plates. </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Request reusable items</b> including cups, dishes, and utensils for individual use. </li> </ul>	<ul style="list-style-type: none"> <li>• Waste diversion is the amount of waste that was either recycled, reused, or composted that otherwise would have gone to a landfill. <b>Set a waste diversion goal</b> and measure waste amounts at the conclusion of the event. * </li> </ul>
<ul style="list-style-type: none"> <li>• Order proper food quantities and encourage participants to eat the available food to <b>eliminate food waste.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Encourage attendees to bring their own reusable water bottles or cups</b> to fill up at the event, or notify them where the nearest water fountain or bottle filling station is located. </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Avoid printing</b> - by sending out presentation material or handouts electronically. </li> </ul>	$\frac{\text{weight of recycling}}{\text{weight of recycling} + \text{weight of garbage}} \times 100 =$ <p style="text-align: center;">WASTE DIVERSION RATE</p>
<ul style="list-style-type: none"> <li>• Innovation:</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation:</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation:</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation:</li> </ul>

\* See (attached) resource list

## What is **SUSTAINABILITY**?

“ Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. To pursue sustainability is to create and maintain the conditions under which humans and nature can exist in productive harmony to support present and future generations. ” - Environmental Protection Agency

## What are the **BENEFITS** of hosting a Green Certified Event?

- They can help protect our **ENVIRONMENT** by reducing waste and using fewer natural resources.

Example: Advertising for your event electronically cuts down on paper use, leading to fewer trees being cut down to create paper, and less paper being used and sent to be processed as waste.

- Can also protect human **HEALTH** by reducing pollution and encouraging eating and living habits that are beneficial to our bodies.

Example: Serving fresh, locally sourced food at an event is a healthy alternative that also reduces resources in the production and transportation of processed foods.

- **SAVE MONEY** by reducing the use of resources needed.

Example: Reusing decorations from previous events allows your event to still have a fun vibe without spending additional money purchasing brand new items.

**Amy Bandman**

**Manager - Campus Sustainability**

[abandman@harpercollege.edu](mailto:abandman@harpercollege.edu)

[www.harpercollege.edu/gogreen](http://www.harpercollege.edu/gogreen)

**Erin Morettes**

**Manager - Center for Student Involvement**

[emorette@harpercollege.edu](mailto:emorette@harpercollege.edu)

[www.harpercollege.edu/getinvolved](http://www.harpercollege.edu/getinvolved)