

How to Participate



1) The attached checklist is a guide for how to go greener at your events. Both the checklist and green event certification registration are entirely voluntary and up to you to use accordingly. Thank you for doing your part to help the planet!



2) Once you've looked at the green options available to you on campus, please work with Facilities Services or the Loker Student Union directly to **specifically request** the green features you want at your event. As with any extra requests, there may or may not be additional fees associated with set-up and/or labor.



3) Once you've requested your green event upgrades, fill out the green event certification survey to register your event for a green event ranking (Bronze, Silver, Gold, or Platinum). Bronze or higher events may receive special perks and/or recognition from the Loker Student Union and Facilities Services.



All event options listed are available for events booked through Facilities Services and/or the Loker Student Union.**

** At the Loker Student Union, the mixed recycling bin and organics/food scraps bin option is only available in the Ballrooms for events with 300+ attendees.**



Are you adopting at least 5 points worth of green practices? Register your event as a Certified Green Event by following the link or scanning the QR code to the left with your smartphone: <https://www.surveymonkey.com/r/torogreenevent>

Certified events receive a free certification logo to use in their marketing in recognition of their green practices! Green events that score Bronze or higher may be noted for extra recognition and perks through the Loker Student Union and the Office of Sustainability (Facilities Services).

Reduce environmental impact from your events by adopting green practices from this checklist.



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Reduce event waste

10 points available



- Request or provide **organics recycling** bins at your event- this is for food scraps that will go into the campus organics recycling dumpster. (3 points)
- Request or provide **mixed recycling** bins at your event- this is for plastics, paper, cans and bottles, and other recyclables generated by your attendees. (2 points)
- Offer both and **go towards zero waste!** (3 points)
- Donate leftover food** to the campus Food Recovery Network chapter: they will notify food-insecure students to come by and take food after the event. E-mail csudhsustainability1@gmail.com with your event date and time to arrange. (2 points)

Support sustainable foods

5 points available



- Plan menus using **in-season, fresh, local, organic produce.** (1 point)
- Request food and beverage items that are **Fair Trade certified.** (1 point)
- Select **vegetarian and vegan** food options to reduce greenhouse gases. (1 point)
- Request DH Catering serve **locally farmed food from the CSUDH Campus Urban Farm** at your event. If your group is applying for a catering exemption and supplying your own food, e-mail dhurbanfarm@gmail.com to request fresh farm produce at your event. (2 points)

Sustainable supplies

14 points available



- Do not purchase or allow styrofoam** plateware or products at your event: styrofoam is non-recyclable. (2 points)
- Use reusable plateware and serviceware** instead of single-serving disposable items such as boxes, straws, utensils, etc. (2 points)

Sustainable supplies cont.

- Serve water and beverages from a dispenser.** If water must be single-serve, use commercial alternatives like Pathwater (pre-filled aluminum reusable water bottles) or Box Water that do not rely on single-use plastic bottles. (2 points)
- Go entirely paperless** by using a projector, dry-erase boards, laptops/tablets, smartphones, etc. to replace individual paper handouts and flip charts. (2 points)
- When paper is necessary, **give attendees the option to refuse copies, recycle, or return unwanted copies** at the end of the event. (1 point)
- Print double-sided copies of handouts and recycle** any leftover paper copies after the event. (1 points)
- If providing give-aways or promotional items:
 - Give out sustainably-sourced products** i.e. 3rd party certified by an environmental organization such as Fair Trade, FSC, Green Seal, etc. and/or are made of environmentally preferred materials: high recycled content, made of renewable materials, etc. (1 point)
 - Give out reusable items** like a reusable coffee mug or water bottle. (1 point)
 - Give out prizes that are experience-based** instead of physical items e.g. tickets to a soccer game, theme-park tickets, etc. (1 point)

Support attendees

6 points available



- Purchase carbon offsets** to reduce greenhouse gas impacts from guests traveling to your event. (4 points)
- Provide alternative transportation** information (e.g. bus routes, Toro Express schedule, etc.) to off-campus guests. (2 points)

Innovation Credit

4 points available



- Use decorations that recycle or re-purpose waste** materials e.g. consider displays made out of scrap paper, plastic bottles, or are reused from another event. (3 points)
- Do you have a sustainable practice not listed here? Fill in the blank! _____ (1 point)