

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.



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

Register your event as a Certified Green Event!

Complete the certification form online by:

- Visiting the link: <https://bit.ly/35rQwcp>
- Scanning the QR code to the left with your smartphone

**Certified events receive a free certification logo to use in their marketing in recognition of their green efforts!*



SCAN ME

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

Visit csudh.edu/sustainability for more information.



Zero Waste

8 points available

- (4 pt)** Request three stream zero waste stations to collect recycling, food waste, and landfill for disposal.
- (2 pt)** Encourage vendors to minimize the use of individually packaged products and unnecessary paper waste.
- (2 pt)** Donate leftover food from event to the campus Food Recovery Network chapter so that they can notify food insecure students to come by and take food after the event.



Sustainable Purchasing

6 points available

- (2 pt)** No purchase or allowing Styrofoam plate ware or products at event.
- (2 pt)** Use reusable plate ware and service ware instead of single-serving disposable items such as boxes, straws, utensils, etc.
- (2 pt)** Serve water and beverages from a dispenser and use recyclable cups and/or encourage event attendees to bring their own reusable cups and bottles to fill up.



Sustainable Food

5 points available

- (1 pt)** Plan a menu that uses in-season, fresh, local, organic produce.
- (1 pt)** Request food items that are Fair Trade certified.
- (1 pt)** Select vegetarian and vegan options to reduce greenhouse gases.
- (2 pt)** Request DH Catering to serve locally farmed food from the Campus Urban Farm at event.



Sustainable Supplies

8 points available

- (3 pt)** Go entirely paperless by using a projector, dry-erase boards, laptops/tablets, smartphones, etc. to replace individual paper handouts and flip charts.
- (1 pt)** Give attendees the option to refuse copies, recycle, or return unwanted copies at the end of the event.
- (1 pt)** Print double-sided copies and recycle any leftover paper copies after the event.
- (1 pt)** Give out sustainably sourced products i.e. 3rd party certified by an environmental organization such as Fair Trade, FSC, Green Seal, etc. high recycled content, made of renewable materials, etc.
- (1 pt)** Give out reusable items like a reusable coffee mug or water bottle.
- (1 pt)** Give out prizes that are experience-based instead of physical items e.g. tickets to a soccer game, theme-park tickets, etc.



Attendee Support

6 points available

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



Innovation Credits

5 points available

- (3 pts)** Use recycled/re-purposed decorations.
- (1 pts)** Include sustainability information at event.
- (1 pts)** Other: _____

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SCAN ME



Certified Green Event
BRONZE LEVEL
5-7 Points



Certified Green Event
SILVER LEVEL
8-15 Points



Certified Green Event
GOLD LEVEL
16-22 Points



Certified Green Event
PLATINUM LEVEL
23+ Points