To receive Sustainable Duke’s Green Event Certification, your team must obtain at least 80% of checklist items. If a certain requirement is not applicable, please provide a comment. Feel free to share any additional strategies your team is utilizing at the end of the checklist.

*We recommend consulting this checklist as early in the planning process as possible.* The final checklist submission should be submitted at least 2 weeks in advance of your event so Sustainable Duke can review and share Green Certification marketing materials.

We appreciate your time and support in completing this checklist to lessen the footprint of your event.

**Departmental Information**

1) What is the name of your organization?

2) What is your name and your position within the organization?

3) What is your organization’s leadership’s name? (This could be a supervisor, manager, or club president.)

4) What is the name of your event?

5) What is the date and time of your event?

6) Where is your event?

7) How many attendees are you anticipating?
Planning and Logistics

1) We reserve meeting and event spaces that have natural lighting and are energy efficient when available. Or when possible, we schedule our events during the daytime or outside.
   a. Yes
   b. No
   c. N/A, Explain:

2) We recommend lodging near the event location, like the JB Duke Hotel or the Washington Duke Inn, when inviting people from out of town.
   a. Yes
   b. No
   c. N/A, Explain:

3) If this is a large event (greater than 250 attendees with lunch or dinner provided), we will ensure that there is adequate access to recycling and composting bins. If the event space does not have adequate bins, we will contact Duke Sanitation and Recycling to coordinate the delivery of temporary bins.
   a. Yes
   b. No
   c. N/A, Explain:

Communication and Supplies

1) We minimize the number of printed materials by utilizing web-based promotional materials, avoiding individual copies, and providing any materials that must be printed on centralized information boards.
   a. Yes
   b. No
   c. N/A, Explain:

2) We find ways to reuse materials such as decorations, signage/banners, and nametags and prioritize items made of cloth or paper instead of plastic.
   a. Yes
   b. No
   c. N/A, Explain:

3) When providing SWAG or giveaways, we provide useful or sustainable products as promotional products (i.e. not something that will likely end up in a landfill in the short term). Consult with Sustainable Duke’s Sustainable SWAG Guide for additional guidance. Ultimately, the best practice to minimize our footprint in this realm is to make a
purposeful evaluation of vital and non-essential items, as well as what guests *actually* need and want.

   a. Yes
   b. No
   c. N/A, Explain:

**Food and Catering**

1) When food is provided at the event, we will work with the caterer or vendor to prioritize sustainable options, including seasonal, locally sourced, organic, and plant-based options.
   a. Yes
   b. No
   c. N/A, Explain:

2) We will work with our caterer to provide multiple vegetarian or vegan options.
   a. Yes
   b. No
   c. N/A, Explain:

3) We will avoid unnecessary waste from meetings or events by avoiding individually wrapped/boxed meals and individual beverage bottles/cans (ex: limiting plastic water bottles as much as possible). Please talk with your caterer or vendor to determine the best options.
   a. Yes
   b. No
   c. N/A, Explain:

4) We will buy snacks and condiments in bulk, instead of individually wrapped, to minimize landfill waste from packaging and shipping footprint.
   a. Yes
   b. No
   c. N/A, Explain:

5) We will use reusable dishware, utensils, and drinking vessels at events. Where this is not possible, we will use options that are compostable (make sure to have composting bins available). We will not use plastic utensils since they cannot be recycled.
   a. Yes
   b. No
   c. N/A, Explain:

6) We will use washable linens (e.g. tablecloths and napkins) from our caterer, the event space, or provide them ourselves.
   a. Yes
b. No

Transportation

1) We will encourage biking, walking, public transportation, and carpooling to the event by emailing attendees prior to the event.
   a. Yes
   b. No
   c. N/A, Explain:

2) We will host the event in a location that has easy and convenient public transportation and is ADA accessible.
   a. Yes
   b. No
   c. N/A, Explain:

3) We will allow attendees to teleconference to the event, if appropriate.
   a. Yes
   b. No
   c. N/A, Explain:

4) We will search locally for speakers and presenters. If we need to bring in speakers and presenters from farther away, we will consider lower impact travel options (e.g. driving or taking a bus or train instead of air travel when feasible).
   a. Yes
   b. No
   c. N/A, Explain:

During and After the Event

1) We will display the appropriate recycling and composting signage near bins to help event attendees with sorting their waste (please contact sustainableduke@duke.edu if you need advice). We will remind attendees about proper recycling and composting during breaks.
   a. Yes
   b. No
   c. N/A, Explain:
2) We will recycle all acceptable materials including paper, plastics #1-7, metals, glass, and cardboard from the event. Consult the City of Durham’s Waste Wizard resource with any questions.
   a. Yes
   b. No
   c. N/A, Explain:

3) We will ensure that all lights and equipment are turned off at the conclusion of the event.
   a. Yes
   b. No
   c. N/A, Explain:

4) We will distribute any leftover food rather than throwing it away. You can encourage attendees and event hosts to bring takeaway containers.
   a. Yes
   b. No
   c. N/A, Explain:

**Additional Information**

1) Are there any other strategies your team is implementing to make your event more sustainable? Please describe.