

Event Checklist

Complete this checklist and submit for review
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	Catering	Waste	Energy & Water	Other
BASICS	<input type="checkbox"/> Provide plant-based options <input type="checkbox"/> Reduce waste from drinks 1- Provide drinks in pitchers or large dispensers and/or 2- Ask attendees to bring personal water bottle/mug <input type="checkbox"/> Eliminate plastic coffee stirrers, paper doilies and straws <input type="checkbox"/> Ask attendees to register for meals to better estimate quantities and reduce potential excess	<input type="checkbox"/> Use whiteboards instead of paper boards <input type="checkbox"/> Create signs/banners so they can be reused (avoid dates, names, etc.) <input type="checkbox"/> Request reusable name plate* <input type="checkbox"/> Use paperless methods as much as possible to advertise (when necessary print on Forest Stewardship Certified paper and place a "please recycle" reminder at the bottom <input type="checkbox"/> Request outdoor water bottle refill station*	<input type="checkbox"/> Turn off all electronics when not in use <input type="checkbox"/> Monitor water use when necessary <input type="checkbox"/> Check that everything is turned off when leaving the event <input type="checkbox"/> Use the solar-powered generator for outdoor events where possible*	<input type="checkbox"/> Strive to invite local presenters, speakers, panelists, etc. <input type="checkbox"/> Book rooms at a Green Hotels Association hotel ¹ for out-of-town presenters
✓ = 1 point				Points Sub-total <input type="text"/>
EXTRA MILE	<input type="checkbox"/> Request local, organic, seasonal and fair trade options be utilized where possible <input type="checkbox"/> Request compostable tableware <input type="checkbox"/> Utilize reusable table cloths <input type="checkbox"/> Avoid individually packaged items (butter, cream cheese, sugar, condiments, snacks, bottled/canned drinks)	<input type="checkbox"/> Advertise the event completely paperless ¹ <input type="checkbox"/> Utilize only reusable decorations (potted plants vs. cut flowers) <input type="checkbox"/> Ask attendees to bring their own nametags <input type="checkbox"/> Request compost waste collection	<input type="checkbox"/> Hold your event in a room that provides natural lighting (for example, in Fisher Student Center consider Masonboro Island, Wrightsville Beach, Topsail Island, Sunset Beach, Commercial Realty or Saffo rooms) <input type="checkbox"/> Offset your greenhouse gas emissions	<input type="checkbox"/> Request event materials (PowerPoints, flyers, biographies, etc.) be distributed in advance so participants can access them virtually <input type="checkbox"/> Encourage participants to evaluate the event in an online survey, including the effectiveness of the sustainable aspects
✓ = 2 points				Points Sub-total <input type="text"/>
EDUCATIONAL	<input type="checkbox"/> Request reusable dinnerware and napkins ¹ <input type="checkbox"/> Provide information on the sustainable qualities of the food* <input type="checkbox"/> Share reasons why vegetarian options are sustainable*	<input type="checkbox"/> Provide clear and informative signage indicating recycling, composting and landfill waste* <input type="checkbox"/> Make plans for a "zero waste" event (90% of materials are reusable, recyclable or compostable) <input type="checkbox"/> Provide information on event's efforts to reduce and reuse*	<input type="checkbox"/> Provide information about the sustainable practices at the event location such as natural lighting, low flow water fixtures, renewable energy and recycling/composting efforts*	<input type="checkbox"/> Announce to participants the goal of holding a sustainable event <input type="checkbox"/> Prepare favors for participants and presenters that include local products, educational materials and sustainable alternatives to everyday needs (ex. reusable bag) <input type="checkbox"/> Appoint a sustainability coordinator for the event
✓ = 3 points				Points Sub-total <input type="text"/>

* Items can be requested from UNCW Sustainability

¹ You receive points for a similar credit that cannot be replicated

Any credits that are not applicable will not count against the total percentage of points, place ○ in those boxes.

Combined Talon Point Total