

# Green Events Checklist

This checklist will help you to make your events more sustainable and help you consider the environmental and social impacts of various aspects of event programming on campus. This checklist will help event organizers to explore and practice Dickinson values including sustainability, leadership, ethical reasoning, and inclusivity.

- ☐ Serve local food that supports small businesses.
- ☐ Limit meat options and provide vegetarian and vegan options for all events.
- ☐ Serve food that doesn't require utensils.
- ☐ Request recycling bins and ask attendees to separate waste into landfill, compost and recycling.
- ☐ Minimize individually packaged items (beverages, utensils, snacks, condiments, etc.).
- ☐ Inform attendees on how to minimize their consumption and waste.
- ☐ Prioritize reusable items (name tags, utensils, pens, straws, cups etc.).
- ☐ Reconsider giveaways or consider useful and long-lasting items.
- ☐ Promote sustainable forms of transportation to events (walk, bike and ride share).
- ☐ Require RSVPs ahead of time to prevent excess food, supplies, and waste.
- ☐ Maximize natural light and reduce energy use—outdoor events are great.
- ☐ Work to create inclusive and welcoming spaces that model ethical reasoning.
- ☐ Advertise electronically (EngageD, Corq, Dickinson Today, social media).
- ☐ Reach out to partners and invite others to attend to diversify spaces.
- ☐ Minimize the printing of paper (use double-sided).
- ☐ Reuse paper and cardboard when making posters.
- ☐ Minimize use of single-use decorations (balloons, vinyl tablecloths, floral centerpieces).
- ☐ Collaborate with partners who also prioritize inclusion and sustainability.
- ☐ Support the use of fair-trade, organic and certified items when possible.
- ☐ Borrow before buying: does a group or office have event equipment before purchasing.
- ☐ Have your student group complete the Green Organization Checklist each year and incorporate results into your group's goals.
- ☐ Plan events in advance to leave yourself enough time to practice sustainability and promote to diverse audiences.