



sustainability@uic.edu



(312) 413-9816



sustainability.uic.edu/
campus-resources/
green-event-guides

Name of Event: _____

Date of Event: _____

UIC departments, offices, and organizations can utilize this Green Event Guide when hosting an event on campus. Whether you are holding a staff meeting with ten people, or an annual departmental-wide party, this guide will help to make your event more sustainable. Simple measures such as being aware of your environmental impact will help protect the earth and will help your department be recognized as an official UIC Green Event!

To use this guide, simply check off completed event suggestions throughout the planning and management of your event. The more tasks you accomplish, the more points you will earn. To receive official recognition for hosting a green event, complete this checklist, and then fill out the appropriate form on the website <https://sustainability.uic.edu>.

Before Event

Remember, this is a planning guide. Check off the items below and give yourself points in advance of your actual event.

Getting Started (Up to 5 Points)

- Meet with members of your team and come up with goals - like the ideas in this guide - to create a sustainable green event. **(0.5 points)**
- Discuss these goals with the caterer, executive chef, facilities manager, and/or any other faculty/staff involved in your event. **(1 point)**
- Request a UIC Eco-Educator from the Office of Sustainability by contacting us via email. Eco-Educators are UIC student volunteers who will assist guests in sustainability efforts during the event such as assisting with recycling. **(0.5 points)**
- **Use electronic means (email, listservs, websites, social media sites, etc.) to publicize, send out invitations, send our agendas/presentations, and register participants. (1 point)**
- If inviting participants from outside your building, give the option of web-conferencing (through Blackboard/ACCC), webinars, and/or conference calls to reduce travel costs like money, gasoline and greenhouse gas emissions, and the participants' time. **(2 points)**
If all of your participants are in the same building, skip this step and give yourself 2 points.

Web-conferencing/video-conferencing through UIC Blackboard:

accu.uic.edu/service/web-conferencing

Free webinar services:

anymeeting.com/adw/Free-Webinar-Service.aspx



**Avoid
Print Outs**



**Use
Electronic Means**

sum of points from page 1 _____

Green Event Guide for UIC Departmental Events

Food (Up to 13 Points)

If serving food at your meeting consider using UIC Catering.

UIC Catering offers a wide variety of options that will fulfill your event needs. By using UIC Catering, you are supporting UIC's services while minimizing the amount of travel needed to transport food. View all of UIC Catering's options at www.uic.edu/depts/dining/catering

If you will not be serving any food, skip this section and give yourself 13 points.

- Complete the UIC Catering Green Guide to see a simple list of all sustainable food options UIC catering offers. The guide can be accessed at sustainability.uic.edu/campus-resources/green-event-guides. **(3 points)**
- Consider vegetarian, organic, local, non-genetically modified foods, and/or Fair Trade food options. **(2 points)**
- If providing food not from UIC Catering, use a sustainable caterer listed under the Green Chicago Restaurant Coalition. **(2 points)**
Companies that we love (but not limited to) include:
 - Fig Catering in Pilsen (Chicago, IL)
 - Blue Plate Catering in the West Loop (Chicago, IL)
- Eliminate excess food packaging.
Have food in bulk. **(1 point)**
- Serve bite-sized foods that do not require utensils. **(1 point)**
- Use small plates, tablecloths, cloth napkins, compostable utensils, napkins, plates, and reusable cups. **(1 point)**
- Attempt to closely estimate food amounts through a careful head count OR request food preference via email before the event to minimize waste. **(1 point)**
- Use large platters or buffets and reusable pitchers, etc. **(2 points)**



**Avoid
Meat Products**



**Incorporate
Vegan Foods**

sum of points from page 2 _____

Beverages (Up to 7 Points)

Even if you are serving just beverages at your meeting consider using UIC Catering.
View all of UIC Catering's options at www.uic.edu/depts/dining/catering

If you will not be serving any beverages, skip this section and give yourself 7 points.

- If providing beverages such as coffee or tea, use Fair Trade or organic/shade grown. **(2 points)**
Companies that we love (but not limited to) include:
 - UIC Catering (Chicago, IL)
 - Starbucks Coffee Company (Seattle, WA)
 - Metropolis Coffee Company available in Port Center Cafe, UH
 - Intelligentsia Coffee roasting in United Center Park (Chicago, IL)
- **Opt to have beverages condiments, such as sugar, cream, honey, etc. provided in larger dispensers at your event.** By doing so, you will eliminate individual packaging thus minimizing the waste stream. Contact UIC Catering Services at catering@uic.edu or call (312) 413-5626 to inquire about having larger dispensers such thermoses, carafes, and/or bowls. **(3 points)**
- Provide or encourage the use of reusable cups. **(1 point)**
- **Do not use bottled water.** Serve water in pitchers and have participants drink from their own reusable water bottles and/or have reusable/recyclable cups available. This avoids transportation costs, reduces bottle waste, and is less costly. Note that #6 polystyrene or Styrofoam cups are NOT recyclable. This includes most Solo cups. See the UIC Recycling website for more information: sustainability.uic.edu/recycling. **(1 point)**

During Event

Remember, this is a planning guide. Check off the items below and give yourself points in advance of your actual event.

Conserving Resources (Up to 9 Points)

- Announce to your participants the goals of the event and ask for their assistance in reducing the environmental impact. **For example, ask your audience to assist by recycling, sending meeting minutes electronically, and/or bringing their own mug/water bottle, etc. (1 point)**
- Seek naturally lit meeting rooms for your event if possible. **(2 points)**
Contact the Building Managers or another appropriate contact to inquire about naturally lit rooms. Don't know the Building Managers? Contact us at sustainability@uic.edu and we'll help you!

sum of points from page 3 _____

- If large scale print-jobs are unavoidable, use UIC Office of Publications or another eco-friendly printing company and use double sided printing. **(1.5 points)**

If you will not be passing out print outs, skip this section and give yourself 3 points.

Printing companies we love (but not limited to) include:

- UIC Office of Publications
- Digital Hub in Goose Island (Chicago, IL)
- Consolidated Printing in Norwood Park (Chicago, IL)

- **Ask participants to bring their own mug or water bottle, as well as pen and notebook or tablet to the event. (1 point)**

- Notify guests via electronic communication of public transportation options, Divvy stations, nearby bike paths, bike racks, and pedestrian access points.

Check out <https://sustainability.uic.edu/campus-resources/transportation> for details and locations. **(1 point)**

- Choose an event location that is pedestrian, bicycle, and public transit friendly. See <https://sustainability.uic.edu/campus-resources/maps> for aiding your decision. **(1 point)**

- Choose a space that has recycling available. Contact us at recycling@uic.edu or 312-996-2517 to ensure that recycling bins are available. **(1 point)**

- Be sure that all lighting and electronics are switched off when they are not in use. **(0.5 point)**

Recycling & Waste Minimization (Up to 4.5 Points)

- **Place recycling bins next to every trash bin to make recycling easier. (1.5 points)**

- Point out the features of the sustainable event to your participants. **(1 point)**
Suggestions include announcing where recycling bins are located.

- Introducing the Eco-Educators or other volunteers
Remind participants during the event about recycling and its importance. **(1 point)**

- Place Eco-Educators or other volunteers next to trash bins and recycling bins to help participants correctly dispose of their waste. **(1 point)**



**Avoid
Disposable Water Bottles**



Use Pitchers

sum of points from page 4 _____

After Event

Remember, this is a planning guide. Check off the items below and give yourself points in advance of your actual event.

Accountability (Up to 1.5 Points)

- Ask event participants to evaluate the sustainability aspects of the event. (0.5 point)
- Announce the impact of your green event (as well as the level: Gold, Silver, or Bronze) post-event to participants via electronic communication. (0.5 point)
- Request your official UIC Green Event Guide Certificate and logo from the Office of Sustainability at sustainability@uic.edu or 312-413-9816. (0.5 point)

sum of points from page 5 _____

TOTAL POINTS _____

Level Achieved

- Gold = 30-40 Points
- Silver = 20-29 Points
- Bronze = 10-19 Points



Limit the
Amount of Trash



Have Your
Guests Recycle