

 sustainability@uic.edu

 (312) 413-9816

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

Name of Event: _____

Date of Event: _____

Use this UIC Catering Services Green Guide when using UIC Catering for your campus event(s). This Guide offers suggestions to UIC's Catering options that are better for the environment. Please contact UIC Catering Services at catering@uic.edu for customized, sustainable catering menus.

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 with sustainable catering options, complete this checklist contained in this document, and then fill out the appropriate form on the website listed on the upper left corner of this page.

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 event or meeting. (0.5 points)
- Discuss these goals with UIC Catering Services. This could include the catering staff, head chef, facilities manager, and any other faculty/staff involved with the event. (2.5 points)
- Be sure to review all of your catering options by visiting the UIC Catering Services website, or emailing requests to catering@uic.edu or calling (312) 413-5626. (2 points)

Food and Beverage (Up to 10 Points)

- Seasonal Foods (5 points)
Seasonal foods eliminate the transport of foods over longer distances, ultimately eliminating fossil fuel usage and emissions from the packaging and transporting of foods. Choosing seasonal means that foods are often locally grown and are more fresh. Contact UIC Catering Services to receive information on where catered food was grown. UIC Catering Services offers the following options:

Meeting Well Breakfast One & Meeting Well Breakfast Two



Avoid
Meat Products



Incorporate
Vegan Foods

sum of points from page 1 _____

■ **Vegetarian/Vegan/Organic (5 points)**

Vegetarian and vegan based food options provide another way to host a sustainable event. **Vegetarian and vegan food options have a much lighter carbon footprint compared to a meat-based diet.** This is due to intense amount of water, land, and resources that are used in animal food production. UIC Catering Services offers a few vegan and vegetarian options that are listed below. Organic foods are a sustainable food option in that they are produced in balance with the natural environment by organic farms. Practices often times include the preservation of natural resources and animal health, no use of genetically modified ingredients, pesticides or herbicides.

Meeting Well Mediterranean Buffet & Meeting Well Cliff Bars

Recycling & Waste Minimization (Up to 23 Points)

When using UIC Catering Services, be sure to consider the amount of waste that is produced. Choosing sustainable dinnerware products and the style in which food and beverages are served, will help minimize impacts on the environment.

- Choosing sustainable dinnerware, cutlery, and glassware for your event can make a positive impact on the environment. **UIC Catering Services offers a variety of catering options that offer sustainable dinnerware, cutlery, and glassware.** High-quality earth friendly disposables includes recyclable plates and silverware, that reduce the number of landfill destined plates and silverware.

a. At a cost of \$2.50 per person, your event can choose to purchase recyclable dinnerware options. **(6 points)**

In Any Event: Lunch and Dinner Buffet

In Any Event: Build Your Own Buffet

In Any Event: Taste of Asia

In Any Event: Masala by Marigold

- China and glass service also help to minimize the amount of waste produced alternatively to the use of disposable cups, which often times cannot be recycled. These can be purchased at a rate of \$5.50 per person. Make special requests to UIC Catering Services by emailing requests to catering@uic.edu or call (312) 413-5626 **(10 points)**

Buffets and party platters offer a sustainable way to serve food and beverages at your event. By eliminating individual packaging such as boxed lunches, individual chip packaging, condiments, etc., you are minimizing the amount of waste your event produces.

■ **Buffets (2 points)**

In Any Event: Lunch and Dinner Buffet

In Any Event: Build Your Own Buffet

In Any Event: Masala by Marigold

■ **Party Platters (2 points)**

In Any Event: Deli Platter Lunches

In Your Space Party Platter

This option is only available to student organizations for pick-up only

sum of points from page 2_____

- Opt to have beverages and condiments, such as mayonnaise, mustard, sugar, 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 as milk and cream in thermoses, sugar in bowls, and other condiments in bowls. (3 points)

During 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 2 Points)

- Announce the impact of your sustainability initiatives made possible by using UIC Catering Services. For example, stating “By using UIC Catering Services, we were able to provide organic foods at this event”, etc. (0.5 points)
- Provide feedback to UIC Catering Services on the success and challenges of your event. What worked? What needs improvement? (0.5 points)
- Place signs at event to let know if local, etc. (0.5 points)
- Printing signs near the sustainable features to let guests know the positive impact of your event. (0.5 points) Signs can be downloaded here



Avoid using
Condiment Packets



Use Large Dispensers

Make sure to recycle as many materials as possible: cardboard from packaging and boxed lunch are to be disposed of in the Paper recycling bin and recyclable cups and plates are to be disposed of in the Glass/ Metal/ Plastic recycling bin.

sum of points from page 3 _____

TOTAL POINTS _____

Level Achieved

- GOLD = 30 - 40 POINTS
- SILVER = 20 - 29 POINTS
- BRONZE = 10-19 POINTS