

# Green Event Certification Application

The University of Idaho is committed to improving the sustainability of all campus operations, including departmental or club events. Thank you for your interest in promoting positive change when planning your event!

Please complete the relevant sections of this checklist before your event to receive your "Certified Green Event" sign or complete this list after your event and submit it to [oliviawiebe@uidaho.edu](mailto:oliviawiebe@uidaho.edu) to be recognized on our website.

If you have specific event needs not covered in this checklist, please reach out to [oliviawiebe@uidaho.edu](mailto:oliviawiebe@uidaho.edu) for tailored suggestions.

## Food

- This event will not have food (omit section).
- Vegetarian and vegan food options are provided.
- Food provided is locally sourced and/or organic when available. We encourage you to ask Idaho Eats about providing these options.
- Excess food is composted (or donated to the Vandal Food Pantry when appropriate).
- Eliminate single-use plastic packaging or bottles.

## Waste

### Consumables

- This event will not have any dishes or utensils (omit consumables section)
- Guests are encouraged to bring their own cups or reusable bottles for drinking.
- All provided straws are compostable
- All dishware and utensils used are either compostable or washable.

### Composting

- This event will not produce food waste (omit composting section).
- If you are interested in composting at your event, compost can be taken to the PCEI Nature Center located at 1048 Rodeo Drive, Moscow ID.

- Guests are educated on what can and cannot go into compost. Compost guidelines are available upon request

#### Recycling

- This event will not have any recycling needs (omit recycling section).
- There are recycling bins present ONLY if you have recycling materials at the event. These bins are labeled to ensure there is no contamination.

#### Trash

- This event will not have any trash needs (omit trash section).
- Landfillable trash produced at this event is minimal to none.
- Trash bins are clearly labeled and located at least five feet away from any recycling or compost collection bin to avoid contamination.

### **Advertising**

- This event will not have any advertising needs (omit section)
- All flyers and promotional materials are printed on 100% post-consumer recycled or reclaimed paper.
- No printouts/handouts are present at the event. (Instead, use QR codes, social media, PowerPoints, doc-sharing etc.)
- All event signage is printed on recycled paper or fabric options (Ex: vinyl banners are replaced with reusable, washable fabric banners.)

### **Transportation**

- This event will not have any transportation needs (omit section).
- Encourage walking, biking, or alternative modes of transportation in event communications.
- Provide car-sharing or shuttle options for off-campus locations.

### **Engagement**

- This event will not have any promotional needs (omit section).
- Eliminate single-use plastic giveaways or promotional items (stickers, pens, etc...)

- Pursue bamboo, wheat, bioplastic, recycled plastic, biodegradable or compostable options
- Donate or repurpose old promotional items when applicable

### **Supplies**

- This event does not require additional supplies (omit section).
- Shop secondhand for event supplies (table clothes, decorations, etc...)
- Seek out secondhand or sustainable alternatives to common office or craft supplies.
- Use EPA Safer Choice certified cleaning products when necessary.

### **Other Specific Features:**

Use this space to highlight other sustainability considerations incorporated into this event for up to 3 additional points