### Bishop’s University Green Event Checklist

| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Organization/Dept.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Venue:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Actions highlighted in green may be partially funded through the Green Levy Fund. [Apply online](http://www3.ubishops.ca/sustainability-and-environmental-actions-at-bishops/green-levy-application-form.html) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | | | **Contact** | **Done** | | |
| **Communication and Promotion** | | | | | | |
| Go all/more digital: invitations, websites, decorations, and more!  TIP: For ticketed events, instead of paper tickets, ask them to show the confirmation email. | | For invites:  <http://anyvite.com/features>  http://www.pingg.com/ | |  | | |
| Go paperless: use biodegradable banners, make them re-usable and shareable.  \*\*Banner:  1) a large poster: use recycled paper, or make a fun fabric one – easy storage!  2) Facebook cover page: make one for the organizers, and allow attendees to use it as well – free promo! | | <https://www.fotor.com/features/facebook.html>  <https://www.canva.com/create/facebook-covers/> | |  | | |
| Use your laptop as an electronic sign up sheet for SUB sign-up sessions | | Ask for Name, Email | |  | | |
| Create posters that can be re-used (blank spaces for dates and times) for events that happen often | |  | |  | | |
| Announce your greening efforts as part of your promotion | | Contact the [SDSI@ubishops.ca](mailto:SDSI@ubishops.ca) about using the sustainability logo | |  | | |
| Have a Green Officer to make sure you are on track | | sdsi@ubishops.ca | |  | | |
| **Food and Beverage** | | | | | | |
| Use the local catering options provided by campus caterers. | | Check  <http://sdxcampusservices.com/ubishops/catering/index.html>  for options and assistance | |  | | |
| Use vegetarian options for at least 50% of catering. | |  | | |
| Use the fair trade catering options provided by campus caterers. | |  | | |
| Use compostable dinnerware, or even use reusable dinnerware! | |  | |  | | |
| If you don’t want to splurge on dinnerware, have a Bring Your Own (Cup, Plate, Bowl, etc.) event. | | Especially for popcorn, beverage, or single food events. | |  | | |
| Provide hydration stations instead of bottled water. | | Conference Services: 819 822-9651 e-mail: [confcent@ubishops.ca](mailto:confcent@ubishops.ca) | |  | | |
| Check your items – plastic #6 cannot be recycled in Sherbrooke (ie Red solo cups) | |  | |  | | |
| **Waste Disposal** | | | | | | |
| Provide receptacles for all of the waste streams. Contact B&G to reserve a compost bin, recycling bin or even a tri-belles (all three) | | Please allow 48h for the work order to go through  <https://intranet.ubishops.ca/> | | | |  |
| Clearly label what waste goes where – you don’t want to have to sort it all out later! | |  | | | |  |
| Locate nearest bins to empty your containers into. | |  | | | |  |
| Can the event be waste-free? Be sure to advertise that! | | Make sure your guests know that there will be no garbage available! | | | |  |
| **Transportation and Energy Conservation** | | | | | | |
|  | Turn off lights, computers and equipment when they are not being used. |  | | |  | |
|  | **If Off-Campus** | | | | | |
|  | Carpool |  | | |  | |
|  | Try to find a location near campus, or easily accessible by bus | Ask at the local churches if you can use their hall | | |  | |
|  | Bus buddies or travel groups |  | | |  | |
|  | Gaiter Gears, Snow shoe rental |  | | |  | |
| **Budget** | | | | | | |
|  | Use the money saved from cost reducing actions to fund the cost increasing actions. |  | | |  | |
|  | Ask companies to offer sponsorship, donations or reductions for greening. |  | | |  | |
|  | At other events, Always Ask about sustainability efforts: the more people that request these services the more cost effective they become. |  | | |  | |
| **We also went the extra mile by doing the following:** | | | | | | |
|  | Share events with other clubs: twice as successful, half the waste (promotions, etc.) |  | | |  | |
|  | Reuse old decorations from other club events (your club’s or other club’s) |  | | |  | |
|  | Use recycled material for photo booths |  | | |  | |
|  | Have a giveaway highlighting sustainability | Organic, Fair Trade and local products are a great thank you gifts for special guests | | |  | |