### 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)  |
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| **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 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: 819 822-9651e-mail: 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 |  |