

GREEN WOLVERINE EVENT CHECKLIST



INSTRUCTIONS: Save a copy of this form, complete it, then email it to GreenWolverine@umich.edu

Name of Event:

Location:

Date of Event:

Planning Team Members:

Vendors who contributed to sustainability efforts:

GOLD CERTIFIED: 50+ points

SILVER CERTIFIED: 35-49 points

BRONZE CERTIFIED: 21-35 points

CATERING:

GOLD CERTIFIED: 16+ points

SILVER CERTIFIED: 13-15 points

BRONZE CERTIFIED: 8-12 points

Serving sustainable food in a sustainable way is one of the goals that all UDE-sponsored events should try to attain. Local foods reduce long-distance transportation emissions and benefit the local economy. Organic foods required fewer pesticides and fertilizers. Certifications like “Fair Trade” or “Rainforest Alliance” denote cultivation that protects land and wildlife and benefits human communities through higher standards of living. Vegetarian foods are meatless; vegan foods are made without meat, eggs, dairy, or other animal products. Meat requires a lot more crop land and water resources than meatless food.

| 1 point each Enter a "1" in the YES column for each achievement. | YES | NO |
|--|------------|-----------|
| Guests are asked to pre-register and submit dietary preferences in advance of event, resulting in more accurate catering orders and less waste. | | |
| Vegetarian/vegan options are served upon request. | | |
| At least one entire course is vegetarian/vegan. | | |
| Sustainable DAIRY products are served. One of the following criteria must be met: <ul style="list-style-type: none"> · local* · third party certified: <ul style="list-style-type: none"> · USDA Organic · Food Alliance Certified · Protected Harvest Certified Sustainable · Certified Humane – Raised and Handled · artificial hormone free and antibiotic free · free-range eggs <i>*U-M defines local food as being grown and/or processed in the state of Michigan or within 250 miles of the Ann Arbor campus.</i> | | |
| Sustainable SEAFOOD is served. One of the following criteria must be met: <ul style="list-style-type: none"> · local* · third party certified: <ul style="list-style-type: none"> · Marine Stewardship Council Certified · sustainable fisheries (not certified) – product must align with the “Best Choices” category within the Monterey Bay Aquarium Seafood Watch / Central U.S. Sustainable Seafood Guide | | |

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| <p>Sustainable MEAT is served. One of the following criteria must be met:</p> <ul style="list-style-type: none"> · local* · third party certified: <ul style="list-style-type: none"> · USDA Organic · Food Alliance Certified · Protected Harvest Certified Sustainable · Certified Humane – Raised and Handled · Rainforest Alliance Certified · artificial hormone free and antibiotic free · grass fed or pasture raised | | |
| <p>Sustainable PRODUCE is served. One of the following criteria must be met:</p> <ul style="list-style-type: none"> · local* · third party certified: <ul style="list-style-type: none"> · USDA Organic · Food Alliance Certified · Protected Harvest Certified Sustainable · Fair Trade USA Certified · Rainforest Alliance Certified | | |
| <p>Sustainable FRESH BREAD (minimally processed) is served. One of the following criteria must be met:</p> <ul style="list-style-type: none"> · local* · third party certified: <ul style="list-style-type: none"> · USDA Organic · Food Alliance Certified · Protected Harvest Certified Sustainable | | |
| <p>Sustainable COFFEE/TEA is served. One of the following criteria must be met:</p> <ul style="list-style-type: none"> · third party certified: <ul style="list-style-type: none"> · USDA Organic · Fair Trade USA Certified · Rainforest Alliance Certified · Bird Friendly / Smithsonian Migratory Bird Center Certified | | |
| <p>“Boxless” boxed lunches are served. Ex: sandwiches, chips, fruit, cookies are placed on platters.</p> | | |
| <p>Beverages are served in pitchers and/or dispensers and reusable or compostable cups are provided. Bottled water/drinks are not served.</p> | | |
| <p>Single-serving containers are not used. Ex: no individual condiments, coffee creamers, sugar/sweetener packets, etc.</p> | | |
| <p>Washable/reusable service ware is used (china, silverware, glassware, etc.).</p> | | |
| <p>When disposables must be used, they are made from 100% recycled materials or compostable materials and are not pre-bundled into ready-made sets of knife/fork/spoon/napkin/wrapper.</p> | | |
| <p>Washable/reusable tablecloths and napkins are used.</p> | | |
| <p>When disposable napkins must be used, they are made from unbleached and chlorine-free paper and are compostable.</p> | | |

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| Styrofoam products are not used by organizers, vendors, or attendees. This includes leftover “to-go” boxes. | | |
| Plastic non-recyclable materials are not used. Ex: no plastic coffee stirrers, straws, plastic forks, knives, spoons, etc. | | |
| Attendees are educated about sustainable foods that are served. Ex: menu card, program card, announcement, etc. | | |
| Caterer is involved in sustainability planning from the onset. | | |
| Leftover food is donated or used at another campus event (when safe to do so). | | |
| Serving dishes are consolidated, rather than replenished, as event draws to an end. | | |
| BONUS: 3 points | | |
| Entire menu is vegetarian/vegan. Ex: “Meatless Monday” | | |
| Catering Sub-Total: | | 0 |

WASTE:

GOLD CERTIFIED: 12+ points

SILVER CERTIFIED: 9-11 points

BRONZE CERTIFIED: 6-8 points

| 1 point each Enter a "1" in the YES column for each achievement. | YES | NO |
|---|------------|-----------|
| Sufficient, large recycling bins will be clearly and conveniently placed adjacent to all trash cans. | | |
| Reusable items are used throughout event to reduce waste. Ex: décor, signs, etc. | | |
| Items will be re-sold or re-used following the event. Ex: Property Disposition | | |
| Convenient drop-off point is provided for all unwanted handouts and accessories. | | |
| Leftover food and beverages will be taken home. Staff to provide their own reusable containers, no Styrofoam. | | |
| Waste-monitoring assistants will ensure recycling and composting procedures are adhered to. | | |
| Reusable signs are used to indicate which materials go into which waste sorting bin. | | |
| A complete waste sorting plan has been designed and submitted with checklist <ul style="list-style-type: none"> - What is compostable at the event? - Who will monitor the compost collection during event? - Who is responsible to get compost to drop off/pick up location? - Compostable liners are purchased/delivered for compost bins. - Our waste sorting goal is: Trash: ____% Recycle: ____% Compost: ____% | | |
| Post-event compost has been arranged for pick up. | | |
| Signs are reusable. | | |
| Name tags are collected at end of event for future reuse. | | |
| Guests are informed how waste is sorted throughout event. | | |
| BONUS: 3 points each | | |
| Trash cans and trash tray jacks are not provided at event. | | |
| Reusable name tags are provided to guests (not just badge holders). | | |
| Waste Sub-Total: | 0 | |

TRANSPORTATION:

GOLD CERTIFIED: 9+ points

SILVER CERTIFIED: 4-8 points

BRONZE CERTIFIED: 1-3 points

| 1 point each Enter a "1" in the YES column for each achievement. | YES | NO |
|---|------------|-----------|
| Hotel options are selected based on proximity to the event location, to reduce travel to/from event. | | |
| Guests are encouraged to use onsite hotels to minimize travel. | | |
| Bike and walking maps will be distributed to local hotels where guests are staying. | | |
| Eco-friendly / hybrid bussing will be used for all event transportation. | | |
| Invite guests to sign up for public transportation when registering. | | |
| Promote carpooling or other green transportation options to guests through event website/confirmations. | | |
| Carpooling amongst UDE staff is organized for event staffing. | | |
| Promote the rental of Zip cars and bicycles to guests. | | |
| When shipping event supplies, make sure the appropriate sized box/crate is used and there is not any wasted space inside. | | |
| When shipping event supplies, use a shipping company that promotes green initiatives. | | |
| Offer webinar, webstream, or virtual conferencing of the event to help reduce guest travel. | | |
| BONUS: 3 Points | | |
| Offer valet bike parking. | | |
| Transportation Sub-Total: | 0 | |

PRINTED MATERIALS:

GOLD CERTIFIED: 8+ points

SILVER CERTIFIED: 6-7 points

BRONZE CERTIFIED: 4-5 points

| 1 point each | YES | NO |
|--|------------|-----------|
| Enter a "1" in the YES column for each achievement. | | |
| Electronic communication will be used as much as possible for invitations/confirmations. | | |
| Printed invitations instruct guests to register/RSVP online or over the phone (no reply card or return envelope provided). | | |
| Symbol will be printed on the bottom of printed materials signifying that item is a recycled material. | | |
| All unavoidable printing is double-sided on Forest Stewardship Council (FSC) Certified, post-consumer recycled and chlorine-free paper and 100% post-consumer waste. | | |
| Printed handouts will be provided to guests only when requested. | | |
| Printed handouts are not provided. Instead, materials are available for them on flash drives (if budget allows), posted on event website, or emailed. | | |
| Participants are encouraged in advance of event to bring their own stationery, notepads, tablets, etc. | | |
| Prior to the event, email handouts/presentation information to guests. | | |
| Vegetable-based ink is used for all unavoidable printing. | | |
| BONUS: 3 Points | | |
| The event is completely paperless from invitation through execution. | | |
| Printed Materials Sub-Total: | 0 | |

MISCELLANEOUS:

GOLD CERTIFIED: 5+ points

SILVER CERTIFIED: 3-4 points

BRONZE CERTIFIED: 2 points

| 1 point each Enter a "1" in the YES column for each achievement. | YES | NO |
|--|------------|-----------|
| Event planning staff set an overall sustainability goal or objective at the onset of planning. | | |
| Contact <i>The Michigan Daily</i> or <i>University Record</i> to see if they want to provide media coverage of sustainability efforts. | | |
| When generators are needed, biodiesel or solar-powered units are used. | | |
| Ensure that lights and equipment are turned off at conclusion of event. | | |
| Innovation Credit: Did you intergrate something green and unique to your event that is not listed on this checklist? Idea: | | |
| Highlights of sustainability efforts are noted on UDE Eco Blog. | | |
| BONUS: 3 Points | | |
| Flower décor is re-planted following event. | | |
| Miscellaneous Sub-Total: | 0 | |

Green Wolverine Certification Total: 0

GOLD CERTIFIED: 50+ points

SILVER CERTIFIED: 36-49 points

BRONZE CERTIFIED: 22-35 points