



GREEN EVENTS CERTIFICATION **TRAINING**



Goals of a green event

(What is a green event?)

For your event specifically

- **Near Zero Waste and low environmental impact**
- Translate what you learn into how you live your daily life
- Demonstrate your organization's commitment to sustainability

For the Carolina Green program

- Promote sustainability throughout campus
- UNC Carbon Neutrality by 2050
- Demonstrate top sustainable practices



Break it down

1. Venue
2. Transportation
3. Communication
4. Food and Beverage
5. Waste Reduction and Purchasing

Venue

- Choose a destination that requires minimal travel for attendees
- Reduce energy usage:
 - Turn off equipment when not in use (including lights)
 - Set thermostat to appropriate temperature
- Monitor and reduce water use whenever possible
- For outdoor events: monitor litter and liquid spills. Ensure that pollutants do not enter storm drains ([UNC stormwater FAQ](#))



Venue

- Host at a venue which uses environmentally friendly products and other features, such as:
 - Low-flow flush toilets
 - Captured rainwater for irrigation and toilets
 - Renewable energy applications
 - Energy-efficient appliances and electronics
 - Recycled-content building supplies
 - [Info on sustainable campus buildings](#)
 - Hold the event outside or use daylighting/natural lighting when possible



Transportation

- Display transit links prominently on the event's website and other publicity materials (Info at move.unc.edu)
- Choose a venue that has access to safe, secure, and visible bike parking
- Give attendees incentives to travel via bicycle, public transit or carpool
- Offer teleconference options to reduce transportation costs and impacts
- Offer travel offset information for attendees ([info](#))



Communication

- Use electronic advertising/ticketing/invitations
- Use reusable signs and banners for recurring events (print without dates, laminate!)
- Use recycled content paper & recyclable materials
- List the amount of recycled content on all printed materials
- Use double-sided copying and printing when possible
- Try to use alternatives to direct mail publicity when possible
- Promote green event info on promotional material/event signage

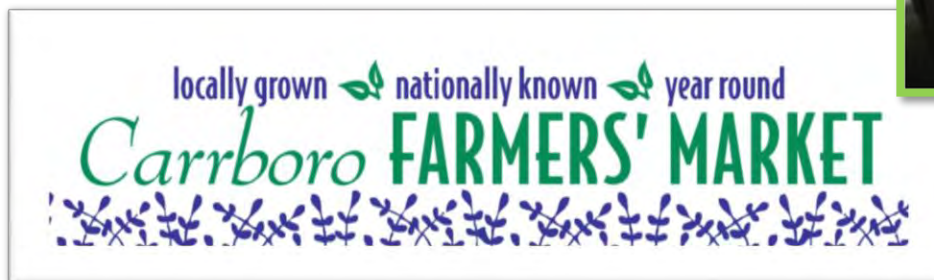
**Make an
announcement!**

Let everyone know
that this is a green
event



Food and Beverage

- Provide healthy options
- Feature food items that are:
 - Locally grown and seasonal
 - Organic
 - Fair trade
 - Vegetarian
- **Tip:** Check out the [Tar Heel Guide to Local Food](#)
- Make sure local, organic, and fair trade food is labeled
- Look for seafood that is environmentally friendly



Waste Reduction and Purchasing

Before the event

- **All event materials must be reusable, recyclable, or compostable** -- this includes dishes, cups, utensils, napkins, serving bowls, and linens. (Reusable preferred)
- Work with caterers that provide these.
- **Tip:** Carolina Catering provides these upon request. Also check out Orange County Solid Waste's [local caterer's list](#) for other options
- **Tip:** Orange County Solid Waste has a "Fork It Over" program where they lend out reusable cutlery for events. Call 919-968-2788 or email recycling@orangecountync.gov well in advance of your event to request



Waste Reduction and Purchasing

Biodegradable ≠ Compostable



100% Compostable*

ASTM D6400

ASTM D6868

*in a commercial composting facility

Where to buy compostable service ware:

Staples

[Cedar Grove](#)

[Orange County Solid Waste Purchasing Guide](#)

Waste Reduction and Purchasing

Before the event

- Make sure meals, snacks, and condiments are served **in bulk** (no individual wrappers/packets)
- Work with caterers and vendors to correctly portion meal size and number
- **Plan ahead: think about any tabling event giveaways and vendor freebies that may have potential packaging waste issues that need addressing before the event**
- Use reusable decorations and centerpieces
- Contact OWRR for compost and recycling bins (or Carolina Catering)
- Make sure you plan for enough waste stations for your event, and have extra bags for each container (compost, recycling, and trash, if you will have trash)



Waste Reduction and Purchasing

During the event

- **Place recycling, compost, and trash bins together and staff them**
- NOTE: Contamination of compost will end up in the soil-- so it is essential to staff composting sites with volunteers at all times
- Make an announcement at the beginning of the event. (see talking points below)
- **Talking points:**
 - Announce that this is a green event. Say that this means that we are hoping to reduce as much waste as possible from our event today. You will all play a key role in that effort.
 - We have set up our event today to make reducing our waste easy.
 - There are waste sorting stations located at [x, y, and z] where you can compost all food and compostable serving ware: [list compostable products that were purchased for the event], recycle all of your bottles and cans, and throw out anything that is not compostable or recyclable. [OR] Since only compostable and recyclable materials were purchased for our event today, all of the serving ware we provide you can be composted. All of the bins are labeled and volunteers are here to help if you have questions.
 - By planning for maximum recycling and composting you will see that the amount of trash produced at this event will be minimal. We anticipate over 95% waste diversion from this event! Thank you for your participation!



Waste Reduction and Purchasing

After the event

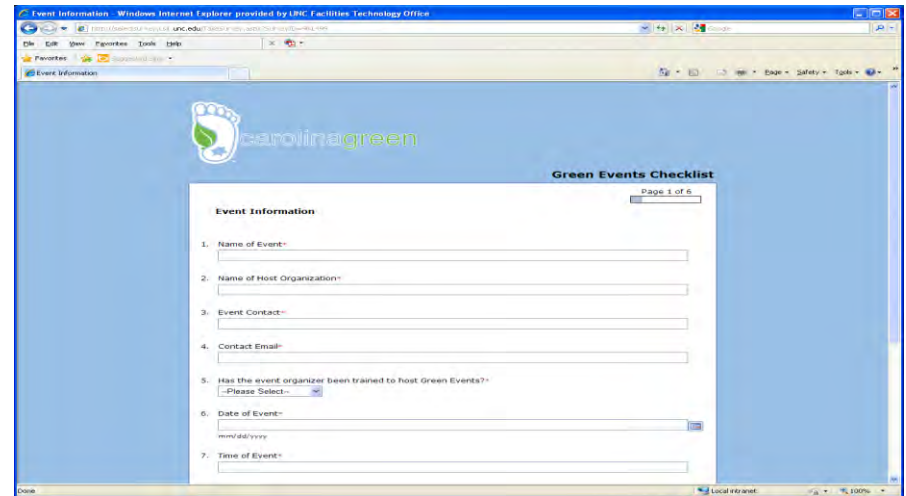
- Make sure all waste is disposed of properly
- Donate leftover food to local food bank or soup kitchen
- Donate, repurpose, or upcycle unwanted materials
- Consider reusable giveaways



Green Events:

Fill out the Green Event Checklist

- Visit go.unc.edu/GreenEvents
- Fill out the Green Event Checklist
- OWRR will review checklist and contact you to determine event needs and logistics
- Follow the guidelines throughout the event



The image shows a screenshot of a web browser displaying the 'Green Events Checklist' form. The browser window title is 'Event Information - Windows Internet Explorer provided by UNC Facilities Technology Office'. The URL bar shows 'http://go.unc.edu/GreenEvents'. The page features the 'carolinagreen' logo at the top left. The form is titled 'Green Events Checklist' and is 'Page 1 of 6'. The form is titled 'Event Information' and contains the following fields:

1. Name of Event:
2. Name of Host Organization:
3. Event Contact:
4. Contact Email:
5. Has the event organizer been trained to host Green Events?:
6. Date of Event:
7. Time of Event:

Your event will be Carolina Green!

Your Green Event: See you soon!



Questions?

go.unc.edu/recycling
recycling@fac.unc.edu
[@uncrecycles](https://www.instagram.com/uncrecycles)

