



**IUPUI**  
SUSTAINABILITY

## Green Event Certification Application

This is the PDF version of the Green Event Certification application. To submit, you must fill out the online application form: <http://go.iu.edu/2bmV>

This application is intended for all event types - which includes both meetings and events, referred to in this application as "Events."

To earn Green Event Certification, you must agree to complete all three required actions and the minimum required action for each planning category.

Virtual meetings (i.e. Zoom, teleconference) will be automatically certified. If you are hosting a virtual meeting, simply state what type of virtual meeting in the event location.

**You must submit the online application form at least one week prior to the event date.**

If you have any questions, please contact [sustindy@iupui.edu](mailto:sustindy@iupui.edu)



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### Page 1 – General Information

Applicant Name:

Applicant Email Address:

Applicant Department / Organization:

Applicant Title:

Event Type:

- In-Person Meeting
- Virtual Meeting
- Small Event (<50 attendees)
- Large Event (>50 attendees)

Event Name:

Event Date:

Event Location:

Estimated Number of Attendees:

Brief Narrative - Please submit a brief summary outlining the purpose and intended outcomes of the meeting or event. 250 words max.



## IUPUI SUSTAINABILITY

### Page 2 –Sustainability Checklist

#### Required Actions (3 required)

- Green Event Certification materials will be displayed at the event
- Chartwells or food provider will be notified of intent to pursue green catering options
- Recycling bins will be located next to each trash bins

#### Communications and Technology (2 required)

- Paperless communications will be used for invites, registration, announcements, and updates
- Event agendas and presentations will only be shared electronically
- Digital signage will be used to advertise event on campus
- Outreach will be conducted through email lists, social media, campus and community calendars, and word of mouth
- Electronic post-event evaluations will be used (i.e. online surveys, forms)
- Attendees will be encouraged to bring reusable mugs, water bottles, and cutlery (when applicable)
- Projectors, dry erase and chalk boards will be used to take notes, give presentations, and facilitate interactive exercises
- All presenters and moderators will be asked to turn off projectors when not in use
- All unavoidable printing is double-sided or printed on half-sheets
- Other:

#### Venue and Transportation (2 required)

- Event powered with renewable energy (counts as 2 actions) –
  - Contact IUPUI Sustainability for more information on eligibility: [sustindy@iupui.com](mailto:sustindy@iupui.com)**
- Event will be held on IUPUI campus or centrally located venue that is accessible by multiple modes of transportation
- All modes of transportation available will be shared with attendees
- The venue and meeting time were chosen to capitalize on daylight
- Reusable or recyclable decorations will be used
- Rented or borrowed decorations such as linens, centerpieces, arches, live plants, wall hangings, etc. will be used
- Other:



## IUPUI SUSTAINABILITY

### Food and Beverage (2 required)

- Only water, coffee, tea, and other unsweetened drinks will be served
- All drinks will be served in pitchers or carafes
- Local or organic ingredients will be used in meals
- Vegetarian or vegan meals will be served
- Only fruits, vegetables, or other minimally processed, healthy snacks will be served
- Only cage-free, free-range, or humanely-raised meats and dairy will be served
- No processed foods will be served (i.e. pizza)
- Meals will be served buffet or family style
- All service ware will be reusable (i.e. plates, cutlery, cups, napkins, serving tools)
- Hosting a brown-bag meeting where no food was ordered in (counts as 2 actions)
- Other:

### Promotional Materials (1 required)

- Promotional materials will not feature the event date
- Giveaways will be useful and durable
- Giveaways will be purchased from local businesses
- Giveaways will be responsibly manufactured, sustainably sourced or fair trade
- Promotional items will be made out of recycled content
- Excess packaging of individually wrapped promotional items will be avoided
- Will not have promotional items, prizes or giveaways
- Other:

### Waste Reduction (2 required)

- Announcement will be made before or during the event about locations of recycling bins and the importance of waste reduction
- Will ensure effective placement of all recycling, trash and composting bins
- Composting will be offered at event
  - Contact IUPUI Sustainability to learn more: [sustindy@iupui.edu](mailto:sustindy@iupui.edu)**
- Name tags, decorations, and other materials will be collected at the end of event for reuse
- Other: