

SUSTAINABLE EVENT CHECKLIST

Use this checklist as a guide to achieving sustainable event certification, which can be completed online at go.ncsu.edu/SustainableEvent. Check the box that most closely aligns with your event and tally points as instructed.



Contributor:
10-30 Points



Steward:
31-55 Points



Champion:
56+ Points

Points
Earned ↓

BEFORE THE EVENT:

- 3 Appoint a Sustainability Coordinator for the event.

Choose An Event Time and Location:

- 1 Choose to hold the event in a location easily accessible by alternative transportation.
- 2 Choose to hold the event in an outdoor location or naturally-lit indoor location.
- 2 Encourage or incentivize alternative transportation.
- 3 Provide a bike valet for event attendees.
- 3 Choose to have an online event to avoid the need for attendees to travel.
- 3 Provide an opportunity for attendees to utilize travel offsets.
- 3 Think of other ways to be sustainable in the early planning stages? Earn 3 innovation points for your ideas.

Promote Your Event:

- 1 Utilize digital promotion for the event.
- 2 Include sustainable event efforts in promotional materials.

- 3 Design a paperless promotion plan.
- 3 For print materials, use FSC certified paper and soy based ink.
- 3 Think of other ways to include sustainability in event promotion and marketing? Earn 3 innovation points for your ideas.

Purchase or Rent Sustainable Supplies:

- 1 Utilize NC State's green purchasing resources.
- 1 Reduce the need to purchase or rent something at the event.
- 1 Borrow items to avoid the need to buy or rent them.
- 2 Buy items that can be reused every year or at other events.
- 2 Purchase items in bulk that are not individually packaged.
- 2 Purchase items made from recycled content.
- 3 Choose energy-efficient event equipment or appliances.
- 3 Use a solar powered or bio-diesel generator (if needed).

- 3 For event giveaways, choose to give away experiences or consumable items.
- 3 Choose sustainable (e.g. organic, recycled and/or local) t-shirts for your event (if needed).
- 3 Buy products locally if possible.
- 3 Support socially responsible companies when making purchases.
- 3 Think of other ways to use sustainable materials for your event? Earn 3 innovation points for your ideas.

Food Choices:

- 1 Provide fresh and healthy options on the event menu.
- 1 Provide vegetarian or vegan options.
- 2 Buy in bulk (i.e not individually packaged).
- 3 Discuss sustainable food opportunities with event caterer and/or vendors.
- 3 Serve local food – grown or produced within 400 miles – at the event.
- 3 Serve organic food at the event.
- 3 Serve fruits and vegetables that are in season.

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- Purchase Fair Trade items for the event.
- Provide compostable tableware for the event.
- Think of other ways to offer sustainable food at your event? Earn 3 innovation points for your ideas.

Reduce Event Waste:

- Consult Waste Reduction and Recycling through their [online special event form](#) or 515-9421 regarding event waste.
- Utilize special event zero waste bins for the event.
- Reduce printing through centralized signage or billboards at the event.
- Create a recycling/waste diversion plan for the event.
- Ensure event vendors comply with zero waste standards.
- Think of other ways to reduce waste at your event? Earn 3 innovation points for your ideas.

Benefit the Community:

- Partner with service or nonprofit organizations.
- Incorporate a service component into the event.
- Include physical activity as part of your event.
- Create a service component that is a core function of the event.
- Think of other ways to make the event more sustainable and beneficial to the community? Earn 3 innovation points for your ideas.

DURING THE EVENT:

- Ensure that event sustainability information is provided to event participants.
- Turn off any unnecessary lighting or heating/air during the event.
- Monitor water usage during the event.
- Utilize and train volunteers to help manage the zero waste stations at the event.
- Offer incentives to attendees or vendors for contributing to event sustainability.

- Think of other ways to increase sustainability during the event? Earn 3 innovation points for your ideas.

AFTER THE EVENT:

- Provide an online survey for event evaluation when necessary.
- Ensure waste, recycling and compost are bagged and placed in the correct location for collection.
- Send electronic or sustainable thank you notes or gifts when necessary.
- Donate any extra food to a local food bank or soup kitchen.
- Promote the success of your event sustainability efforts.
- Think of other ways to advance sustainability after the event? Earn 3 innovation points for your ideas.

TOTAL POINTS

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