



Step 1: Please review the entire checklist prior to beginning event planning.

Step 2: If your event does not qualify for a certain section, subtract that section's points from the total for your percentage. For example, if your event will not have food, your total percentage will be calculated out of 45, not 55.

Step 3: Complete the checklist to the best of your availability no later than two weeks from your event.

Step 4: Once you have completed the entire form, please tally your score and put it in the total points earned section at the bottom of the checklist.

Step 5: Return the checklist and any additional information to sustainability@tamu.edu, subject: Sustainable Event Certification. A representative from the office will review your submission and contact you.

PRIMARY CONTACT INFORMATION

Name: _____ Choose One:
Department/Organization: _____ Phone Number: _____
Email Address: _____

SECONDARY CONTACT INFORMATION

Name: _____ Choose One:
Department/Organization: _____ Phone Number: _____
Email Address: _____

EVENT INFORMATION

Event Name: _____
Date: _____ Time: _____ # of Attendees: _____
Event Location: _____ URL (if available): _____
Brief Description of Event: _____



RESPECT. PROTECT. PRESERVE.

Please check all of the items that apply to your event.

PLANNING

Dates and slogans will not be printed on banners, signs, and posters for recurring events.
The event will be recorded and made publicly available for those unable to attend.
The event will include a presentation on campus, local topics, or initiatives, etc.
The presenter of the event is local. If the presenter is not local (100+ miles), they will present virtually to minimize emissions and costs.
The event team set zero waste goals for the event.
Please describe any checkmarks below:

Points Earned: _____ Points Available: 5

PROMOTION

All promotion for the event will be done digitally / paperless.
When advertising digitally, media will be accessible to people with screen readers.
Social media or campus emails will be the primary source of promotion.
Using paper handouts for promotion will be minimized. If paper promotion occurs, scrap, reused, or 30%+ recyclable paper will be utilized.
Using paper handouts for promotion will be minimized. If paper handouts are needed, the event team will print multiple flyers on one sheet of paper rather than full page flyers.
Advertisements utilize reusable sandwich boards and/or yard signs.
Please describe any checkmarks below:

Points Earned: _____ Points Available: 6

FOOD

This event does not qualify for this section. (Subtract 10 points from total calculation.)
To get a more accurate headcount and minimize food waste, attendees must RSVP to the event.
Dietary needs will be asked prior to the event and event team will ensure food labels are provided.
There will be a plan for food leftovers (compost, donation, packed and taken to eat later).
Vegetarian and/or vegan food options will be available if the event will have food.
Local vendors will be used for catering (See [Local Vendors: Food](#)).
To minimize packaging, food will be served buffet style.
Fair Trade certified snacks and beverages will be served. Learn more about Fair Trade [here](#).
To reduce carbon footprint, food options will minimize meat options.
Food cultures from different regions will be celebrated and served.
Produce served will be local and in season.
Please describe any checkmarks below:

Points Earned: _____ Points Available: 10 (or 0 if event does not qualify)

Please check all of the items that apply to your event.

PURCHASING

This event does not qualify for this section. (Subtract 10 points from total calculation.)
Earth friendly, bio-degradable cleaning products will be used.
Sustainable centerpieces and/or natural decor will be used.
Sustainable centerpieces will be raffled off or given away so not to end up in landfill.
Floral or plant arrangements will be locally sourced and in season (see [Local Vendors: Floral](#)).
Décor will be reusable when possible and saved for future events.
Any event giveaways will promote sustainable practices.
Necessary items (chairs, tables, etc.) will be borrowed from campus partners and university departments or rented before purchasing new supplies (See [Local Vendors: Rentals](#)).
Items that need to be purchased will be done so locally when possible.
Any thank you notes will be electronic. Any thank you gifts will be sustainable or consumable.
T-shirts and promotional items will be made from recycled materials or organic cotton and/or purchased from Historically Underutilized Business (HUB) Vendors. HUB Vendors can be found [here](#).
Please describe any checkmarks below:

Points Earned: _____ Points Available: 10 (or 0 if event does not qualify)

WASTE REDUCTION

This event does not qualify for this section. (Subtract 10 points from total calculation.)
Landfill and recycling bins will be provided to minimize the amount of waste going to a landfill.
Signs for recycling will be placed around the event and bins will be labeled (See [Event Signage](#)).
Food will be served that does not require dining ware or utensils. If food is served that requires dining ware, reusable dining ware or utensils will be utilized.
The event will use reusable napkins or no napkins at all.
The event will use pitchers or water coolers for drinks, single use plastic bottles will not be purchased.
Attendees will be encouraged to bring their own reusable mug/cup/bottle.
The event will use reusable tablecloths or no tablecloths at all.
The event will provide a compost bin and dispose of waste properly.
The event will eliminate individually wrapped condiments, sugar, salt, pepper, creamer, plastic coffee stirrers, straws, single use lids, etc.
This event will use reusable name badges that will be collected at the end of the event or no name badges will be used.
Please describe any checkmarks below:

Points Earned: _____ Points Available: 10 (or 0 if event does not qualify)

Please check all of the items that apply to your event.

TRANSPORTATION & LOCATION

This event does not qualify for this section. (Subtract 7 points from total calculation.)

Event will be held on campus to minimize transportation emissions.

Event will be held in a sustainable building (See [Sustainable Buildings](#)) or outside.

Alternative travel options will be available and information will be shared prior to the event.

Carpooling and use of alternative transportation will be encouraged.

If the event will be held off campus, it is held at a location convenient for public transportation, biking, or walking. Learn more about Brazos Transit District [here](#).

Hotel accommodations will not be needed or if hotel accommodations are required, guests will be encouraged to stay in a central area so that alternative modes of transportation and carpooling can be used.

Hotel accommodations will not be needed or if hotel accommodations are required, guests will be encouraged to reuse towels, unplug personal electronics when not in use, adjust room temperatures while gone, bring their own toiletries in refillable bottles, etc.

Please describe any checkmarks below:

Points Earned: _____ **Points Available: 7 (or 0 if event does not qualify)**

SOCIAL SUSTAINABILITY

The event will include environmental, multicultural, and/or topics that benefit the community.

Attendees will be encouraged to donate to a non-profit or community organization at the event (e.g. canned food drive, clothing drive, monetary donation, etc.)

A land acknowledgment will open the event. A sample land acknowledgement can be found [here](#).

A physical activity to encourage attendees to move for better health will be included.

The event will be wheelchair/ADA accessible.

Communications for the event will be available in different languages.

The event will raise awareness through speakers or panels on prominent social issues.

Organizations and departments such as Aggie Allies, Green Dot, LGBTQ+ Pride Center, Women's Resource Center, etc. will be partners of the event.

Please describe any checkmarks below:

Points Earned: _____ **Points Available: 7**

Total Points Earned: _____ **out of** _____ **(add totals of sections your event qualifies for) =** _____ **%**

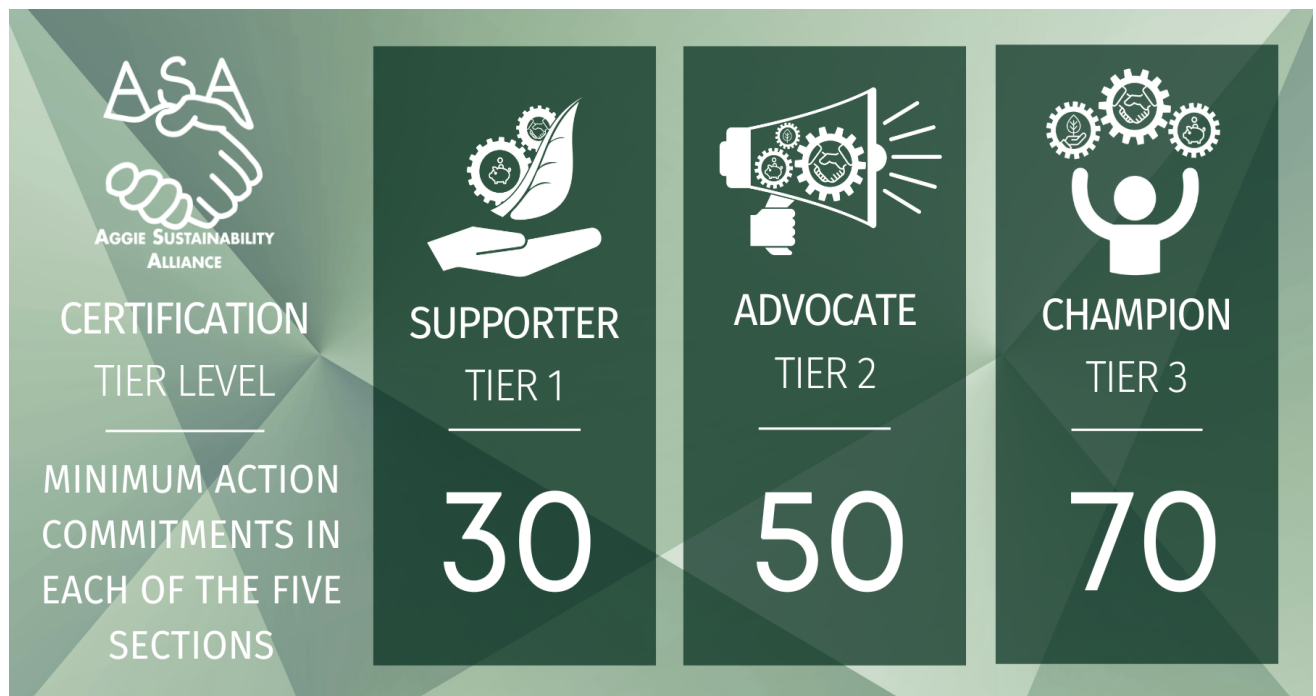
INNOVATION & BONUS

If your event will include sustainable actions not listed in this checklist, you can earn Innovation and Bonus points! Please list out your actions below:

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Innovation and Bonus points are worth double points once approved by the Office of Sustainability.

After submission and verification of your checklist, you will receive the appropriate icon for the tier your event certified for your marketing use. Percentages to meet each tier can be found below.



Thank you for completing the Office of Sustainability Sustainable Event Certification Checklist and your work to make Aggieland more sustainable!