Sustainable Event Certification

Sustainable Event Certification encourages event planners across campus to implement more sustainable practices by providing them with a framework and resources. This certification can be completed by any student, faculty, staff, or student organization.

Please review the entire checklist prior to beginning event planning. Once you have filled out the checklist, return it 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:

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. Or, 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: 0 Points Available: 5

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

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 and multiple flyers will be printed on one sheet of paper rather than full page flyers.
- [ ] Advertisements utilize reusable sandwich boards and/or yard signs and/or bus ads.

Please describe any checkmarks below:

Points Earned: 0 Points Available: 5

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

FOOD

- ☐ This event does not qualify for this section.
- ☐ RSVPs are required for attendees.
- ☐ 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.
- ☐ 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: 0 Points Available: 10

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

PURCHASING

- [ ] This event does not qualify for this section.
- [ ] 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).
- [ ] Decor 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: 0 Points Available: 10

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

WASTE REDUCTION

- ☐ This event does not qualify for this section.
- ☐ 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: 0 Points Available: 10

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

TRANSPORTATION & LOCATION

- ☐ This event does not qualify for this section.
- ☐ 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: 0 Points Available: 7

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

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 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 wellbeing.

Please describe any checkmarks below:

Points Earned: 0 Points Available: 6

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

Total Points Earned: ____0____ out of ____53____ = __0%__ %

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:

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

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 & Community Engagement Sustainable Event Certification Checklist and your work to make Aggieland more sustainable!