

# Certified Green Event Program Checklist

Utilize this checklist to keep track of the actions that your event commits to take to become a Certified Green Event. At a minimum, commit to 6 actions and at least 2 actions from each category. If you need more information on this program, please consult the Certified Green Event Program Action guide or reach out to [greenercampus@illinois.edu](mailto:greenercampus@illinois.edu).

## Accessibility

- 1. Encourage participants to utilize public transportation
- 2. Select a venue with connectivity and accessibility
- 3. Ensure that your event has an accessible entrance
- 4. Provide Closed Captioning for any videos played during the event

## Conservation

- 5. Work with your venue to utilize natural lighting
- 6. Use recyclable single use items
- 7. Provide properly labeled recycling and waste bins
- 8. Encourage the use of reusable utensils and cups
- 9. Provide functional giveaway items (or none at all)
- 10. Work with vendors to reduce single use plastics and replace with recycled products wherever possible
- 11. Provide water (and other beverage) refill stations

## Community

- 12. Utilize local vendors/food
- 13. Ensure that event food caters to at least two options for dietary restrictions
- 14. Communicate your event's sustainability actions and green certification
- 15. Tell us about your event's other sustainable actions!