

Green Events Guide

Expand your organization's impact through a commitment to sustainability.

What is a Green Event?

A **Green Event** is planned with its environmental impact in mind. In partnership with Sustain IU, hosts can reduce their carbon footprint and improve the environmental sustainability of their events.



Why host a Green Event?

Hundreds of events are hosted at Indiana University every year. They can be quite resource-intensive, generating large amounts of waste.

In addition to improving your organization's environmental impact, Green Events will **set your organization apart** and demonstrate your commitment to reducing resource use on the IU campus.

For certified Green Events, Sustain IU will:

- Provide digital flyers and a badge that can be displayed at the event to show participants your dedication to the environment
- Advertise the event on our social media platforms (upon request)
- Enter your organization into a **drawing to win \$500** for your club!

Green Event Planning

Here are some ways you can make your event more sustainable & meet our criteria:

Event Advertising & Stationery

Advertise your event through social media, digital signage, emails and newsletters instead of paper flyers.

Encourage attendees to bring their own reusable materials instead of providing complementary stationery and writing implements.

Digital Signage

RPS: test.rps.indiana.edu/rps/advertising.cfm

Wells: libraries.indiana.edu/digital-ad-guidelines

IMU: imu.indiana.edu/about/advertise.html

Sustain IU Social Media

If you would like to share your event through Sustain IU's social media channels, let us know at least three days prior to the event date.

Email Sustain IU graphics you would like us to post for your event on our Instagram and Facebook!

Decor & Giveaways

Be mindful with giveaways. T-shirts are fun but textiles can have a large impact on the environment.

Consider a door prize for one participant rather than small knick knacks for all participants.

One ton of recycled office paper saves:

- 4,100 Kwh of energy
- 9 barrels of oil
- 7,000 gallons of water
- 3.3 cubic yards of landfill space
- 60 pounds of air pollutants from being released

For all unavoidable print materials, use 100% post-consumer recycled or scrap paper and print double-sided to reduce waste.

Event Venue

LEED certified buildings are easy to find!

Check if your venue is a LEED building at: cpf.iu.edu/capital-projects/leed-projects/index.html

Transportation

Encourage attendees to walk, bike, take public transit or carpool to your event to reduce carbon emissions and pollution.

Meats have a much larger carbon footprint than plant-based foods.

One kilogram of beef produces 22 kg of CO₂ – equivalent GHG emissions and uses approximately 1,800 gallons of water to produce per pound.

Food & Beverage

Vegan/vegetarian, locally-sourced, seasonal and/or organic foods are all more sustainable options when catering your event. If providing coffee/tea, order fair trade, organic, or shade-grown coffee.

An estimated 30-40% (up to 70 million pounds) of America's food supply is thrown away.

Consider composting leftover food waste from your event, or donating to a local organization, such as: Hoosier Hills Food Bank, Community Kitchen of Monroe County, or Mother Hubbard's Cupboard

Waste

The EPA estimates that 75% of the American waste stream is recyclable, but **only 30% is actually recycled.**

Avoid excess waste from packaging by buying materials in bulk.

Make sure all unavoidable packaging is recyclable.

Provide pitchers of water and reusable glasses instead of plastic, single-use water bottles.

What can be recycled?

- Plastics 1-7
- Cardboard
- Paper and Paperboard
- Mail
- Aluminum, Steel & Tin
- Glass
- Magazines, Books, & Catalogs

Composting

Unfortunately, Sustain IU cannot provide compost for events held in academic spaces. But, there are other options! Reach out to the below organizations for more information:

Hilltop Gardens

Kaylie Scherer
akschere@indiana.edu

Campus Kitchen*

Contact: bit.ly/campkitch

*Food donations accepted from IU catered events as long as they remain unopened.

**Thank you for making
your events more
sustainable!**

Contact Information

For any questions or help reaching the required criteria, contact sustain@iu.edu.