



ASU Sustainability Certification Program - Event

University Sustainability Practices

Culture of sustainability

Check all efforts integrated into your event's practices:

- 2 points - Attendees are engaged in a sustainability activity or demonstration.
- 3 points - Attendees are informed about and asked to help meet recycling and event sustainability goals.
- 3 points - Event planning staff set sustainability goals or objectives and assigns duties to meet them.
- 3 points - Event staff attended a sustainability training session. This includes having completed the online Seeds of Sustainability Literacy Training.
- 1 point - Event sustainability features are shared with attendees in pre-event literature.
- 2 points - Department announcement, entry for the [Sustainability in Action Blog](#) or press release submitted.
- 1 point - Promotional products are made from recycled or recyclable materials.
- 1 point - Promotional products primarily consist of natural items.
- 1 point - Promotional products were purchased from a local farmers market.
- 1 point - Signage and electronic media are used to inform participants about sustainability practices.
- 2 points - Sustainability concepts or terms are displayed at event.
- 1 point - Sustainability efforts by staff and vendors are recognized.

Health and well-being

Check all efforts integrated into your event's practices:

- 2 points - Attendees are educated about sustainable foods when served.
- 1 point - Event serves vegetarian or vegan options to help reduce meat consumption.
- 1 point - Event serves locally grown or produced, in-season or organic food.
- 1 point - Fair trade, Rainforest Alliance or organic coffees and teas are served.
- 6 points - If your event is **not** serving food, check this box.
- 1 point - Offer a side of fruit in place of normal dessert.

Questions or comments? Email sustainabilitypractices@asu.edu



General recycling and waste reduction

Check all efforts integrated into your event's practices:

2 points - Agendas, event guides and programs are posted online prior to the event or distributed electronically.

1 point - All landfill bins have an accompanying recycling bin. Requested recycling bins for your event from Zero Waste.

3 points - Artwork, decorations, name tags and supplies are reused from previous events.

3 points - Banners, posters and signs are printed so they may be reused.

2 points – Chips, condiments and spreads are served in bulk.

2 points - Cloth tablecloths and cloth napkins are used.

3 points – Dishes and serving trays are reusable.

11 Points - If your event is **not** serving any food, check this box.

2 points - Name tags or badges are collected at the end of the event to be reused or recycled.

1 point - No plastic foam products are used by attendees, organizers or vendors.

3 points - Online event registration medium and email are used to manage invites and RSVPs.

3 points - Printed materials are provided by request only.

3 points - Recyclable or reusable centerpieces are used.

2 points - Recyclable service ware is used.

3 points - Supplies are borrowed, purchased secondhand or rented.

2 points - Water is provided in pitchers.

2 points - Washable service ware is used.

Printing practices

Check all efforts integrated into your event's practices:

2 points - Printed materials are 60 percent or more post-consumer recycled content paper.

1 point - Printed materials are printed double-sided.

3 points - Printed materials are printed using soy-based inks.

1 point - Printed materials are provided by request only.



Procurement

Check all efforts integrated into your event's practices:

2 points - Event speaker was given a sustainable gift.

2 points - Gifts or favors are either limited or not given out at all.

1 point - Local goods and services are purchased.

3 points - Supplies are borrowed, purchased secondhand or rented.

1 point - Supplies are purchased in bulk.

1 point - T-shirts or other promotional items are made using sustainable materials.

1 point - T-shirts or other promotional items are made using verifiable fair labor practices.

2 points - The event does not use T-shirts or other manufactured promotional items.

3 points - Vendors of goods and services are committed to sustainability practices.

Transportation practices

Check all efforts integrated into your event's practices:

1 point - Electric, Enterprise CarShare or hybrid vehicles are used.

2 points - Public transportation is used or encouraged by the event staff.