

CSUDH Green Event Checklist

The Green Event certification program helps recognize the effort of faculty, staff, and students organizing a sustainable event. The certificate aims to educate campus event planners on potential ways that they can reduce the environmental impact of their events by reducing waste, incorporating eco-friendly products, and more.

Once you have integrated your planned green measures into your campus event, fill out this checklist to register your event for a green event rating (Participant, Bronze, Silver, Gold, or Platinum). Events that rate Bronze or higher may receive special perks and/or recognition from the Office of Sustainability.

All event options listed are available for events booked through Facilities and/or the Loker Student Union.

*Note: This Green Event Checklist form only applies to events that are anticipated to have 50 participants or more.

How to Participate



- Decide who your main contact will be. The main contact is someone who plays a key role in organizing the event and knows the details. They will be in charge of filling out this form.



- Please have the main contact review the checklist options before completing the Microsoft form. Option: Reach out to the Zero Waste Coordinator if you would like guidance or best practices before you submit your event.



- Once the green features you plan to integrate are determined, fill the Microsoft Form and submit.



- Zero Waste Coordinator will reach out to determine rating and provide confirmation.

[Click here or scan QR code to fill out Microsoft Form](#)



Questions?
Email: sustainability@csudh.edu

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Food and Beverage

10 Points Available

My participants have been advised to bring reusable water bottles and utilize the hydration stations/bottle fillers on campus to refill, which are located on all CSUDH water fountains (1 point).

If my event will have coffee, tea, or hot beverages, I will encourage guests to bring their own reusable mugs or cups in advance of the event. (There are currently no compostable or recyclable hot beverage cups commercially available that are accepted by our waste hauler for recycling or composting.) (2 points).

This event will utilize reusable plateware and utensils instead of single-use disposable items (2 points).

We will replace single-use disposable serviceware items such as boxes, utensils, coffee stirrers, etc. with reusable options only (2 points).

We have planned a menu that uses in-season, fresh, local, organic produce (1 point).

We have selected food items that are Fair Trade Certified (1 point).

We have selected vegetarian and vegan food options to reduce greenhouse gases (1 point).

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Urban Mosaic (Aramark) Catering

10 Points Available

To ensure my event is compliant with the [CSU Single-Use Plastic Policy](#), I have notified donors that donations of single-use plastic water bottles are not accepted and that aluminum or reusable water bottles are the preferred alternative for donations (1 point).

I have requested the water bar dispenser through Urban Mosaic Catering to provide drinking water to my participants (3 points).

I will minimize waste by requesting reusable aluminum Ball Cups from Urban Mosaic instead of single-use disposable cups at my event (1 point).

Urban Mosaic has been notified to collect leftover food at the end of my event to donate to Toro CARE, or guests have been notified to bring Tupperware, storage containers, etc. to take home leftovers (2 points).

I requested that catering provide reusable plateware for my event, or I will provide my own (3 points).



Outside Vendors

3 Points Available

To ensure my event is compliant with the [CSU Single-Use Plastic Policy](#), I have notified donors and vendors that single-use plastic water bottles are not allowed on campus and that aluminum or reusable water bottles are the preferred alternatives for donations or sales (1 point).

Food vendors have been notified of the [CSU Single-Use Plastic Policy](#) requirements to not provide single-use plastic water bottles, bags, and straws and have been encouraged to minimize the use of individually packed products and unnecessary paper waste (2 points).

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Sustainable Purchasing and Supplies

11 Points Available

Styrofoam plateware or products will not be used at our event (1 point).

I will collect leftover decorations, supplies, giveaways, and handouts to use at our next event (1 point).

My event will not have balloons or confetti OR we will use reusable balloons and plastic free confetti only. (2pt)

Our event will go paperless by using a projector, dry-erase boards, laptops/tablets, smartphones, QR codes, and other tools to replace the need for individual paper handouts and flip charts (2 points).

We will give attendees the option to refuse copies, recycle, or return unwanted copies of collateral at the end of our event (1 point).

We will only give out sustainably sourced products, i.e., 3rd party certified by an environmental organization such as Fair Trade, FSC, Green Seal, etc., featuring highly recycled content, or made out of renewable materials for gifts and prizes (1 point).

We will give out prizes that are experience-based instead of physical items, e.g., tickets to a soccer game, theme-park tickets, etc. (1 point).

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Zero Waste

8 Points Available

The Zero Waste Coordinator was notified of the materials we will be using at our event so that custom signage can be created for the trash, recycle, and compost bins at my event (4 points).

Giveaways or swag items are optional to take, or I will set up a drop-off point for people to return unwanted items (1 point).

I will donate extra swag items to the Pop-Up Thrift event at the Farmers Market on the first Tuesdays of the month during the school year to keep items out of the landfill (3 points).



Transportation

3 Points Available

I have virtual options for guests to attend, or I have shared resources for alternative transportation methods (e.g., bus routes, Toro Express schedule, biking, walking, etc.) to get to the event (2 points). Please visit our website to see alternative transportation services available here: [CSUDH Sustainability Transportation Initiatives](#).

Would you be interested in providing carbon offsets for your event? (1 point).



Innovation

2 Points Available

Are there any sustainable efforts you have made that you want our team to know about? Innovation efforts can earn one extra bonus point.

Pledge: I pledge to apply the best practices in this checklist for future events (1 point).

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CSUDH Green Event Checklist Certification Tiers



Bronze

Certification Tiers 5-10 points

- Certified Green Event Bronze Level
 - Presented with certificate
 - Special shout out in the Sustainability Newsletter



Silver

Certification Tiers 11-16 points

- Certified Green Event Silver Level
 - Presented with certificate
 - Special shout out in the Sustainability Newsletter
 - Department/ Office is given special prizes by the Office of Sustainability



Gold

Certification Tiers 17-22 points

- Certified Green Event Gold Level
 - Presented with certificate
 - Special shout out in the Sustainability Newsletter
 - Department/ Office is given special prizes by the Office of Sustainability
 - Pick up special prize at the Farmers Market



Platinum

Certification Tiers 23+ points

- Certified Green Event Platinum Level
 - Presented with certificate
 - Special shout out in the Sustainability Newsletter
 - Department/Office is given special prizes by the Office of Sustainability
 - Pick up special prize at the Farmers Market
 - Special recognition during Green Hero Award Ceremony

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