Sustain Columbia and **THINK GREEN** when planning your event

Earn the **Green Seal** for your event by committing to points in the categories of Catering, Promotion, and Education. Use the checklist below to **Green Seal** your next event.

### Catering (Choose at least 5 points)
- Beverages supplied in carafes, cambros, decanters
- No Styrofoam provided
- Paper Products used in place of Styrofoam or Polystyrene (#6) plastics
- Small, reusable pitcher/dispenser (for condiments, creamer, etc.) provided
- Single serving items (silverware, stirrers, straws, condiments, etc.) minimized
- Food served buffet-style
- Food served on returnable trays or in baskets
- Reusable service ware provided (china, glassware)
- Linen service provided
- Food quantities equivalent to expected guests
- Recyclable service ware (cups, bowls) provided
- Compostable service ware provided (paper cups, paper plates, uncolored napkins)
- Catering delivery packaging limited
- Unbleached/chemical free napkins provided
- Local/sustainable food options offered
- Vegetarian/Vegan food options offered
- Compost collection during event

### Education (Choose at least 1 point)
- Event staff on hand to educate and aid patrons with recycling/composting
- Outside caterers/vendors follow campus recycling/composting guidelines
- Event staff/student workers are trained by Sustain Columbia staff on the importance of recycling and waste minimization

### Promotion (Choose at least 4 points)
- Print reasonable quantity of materials
- Printing on recycled content paper (>30% content)
- Event promoted virally (email lists, department website, etc.)
- Promoted via campus outlets (Tally-Ho, *The Chronicle*, The Haps, etc.)
- Post-event removal of flyers on campus
- All unused print materials recycled
- No foam board used
- Evergreen Print Signage (has no dates/times, can be used again)

*Sustain Columbia* encourages events planners to exceed the allotted amount of points in each category. **The college will also provide assistance toward meeting any of the criteria listed above.** Contact Sustainability Manager, John Wawrzaszek for more information.