



UNDERGRADUATE GOVERNMENT OF BOSTON COLLEGE 2009 GREEN CHECKLIST FOR SUSTAINABLE EVENTS

Are you a student leader planning an event for your club or organization? Make it a "green" event by using the Green Checklist! Download the checklist [here](#) and start hosting sustainable events to make BC an environmentally place to be! Return the Checklist to the Student Programs Office in Campanella 242 when you have completed it. If you have any questions, please email Ryan (ryan.beck.1@bc.edu).

BOC INITIATIVES

- Ensure that BOC has 1 recycle bin for every trash bin
- Use reusable plates, silverware, etc. instead of disposable ones
- Work with BOC to produce a locally sourced menu that helps eliminate the cost of food transportation
- Serve bite-size finger foods and eliminate the use of utensils at your event
- Barbeque the food (BBQ grills put out less emissions than the typical oven)

STUDENT INITIATIVES

BEFORE YOUR EVENT:

- Eliminate quarter sheets by using alternative advertising mediums, i.e. UGBC's flat screen system, emails, Facebook, or websites
- If using flyers, Print 25 copies or less per event
- Print any flyers or posters on recycled paper
- Print double-sided for any handouts
- Replace normal string lights with light-emitting diode (LED) string lights or solar-powered light strands
- Host an outdoor event- save electricity!

DURING YOUR EVENT:

- Clearly label all trash and recycle bins; make sure people use them at the event!
- Advertise your efforts to make your event greener during the event.
- Advertise other ways students can "go green" and make small choices that create a more eco-friendly lifestyle.

AFTER YOUR EVENT:

- Donate any leftover food/supplies to roommates, friends, etc.
- Promote reuse of decorations (donate to future events, or give decorations to attendees as prizes at the end of the event).
- Turn off the lights when you leave the room!