

Sustainable Event Checklist



Inclusion, Diversity, and Equity

- IDE-1:** During event registration, attendees are asked if they have any accessibility needs **and** appropriate accommodations will be made accordingly. **(2 pts)**
Accommodations may include additions to facilities (ramps to stages, etc.), personnel (interpreter, etc.), services (live captioning, etc.), and materials (single-use straws, utensils, etc.)
- IDE-2:** During event registration, attendees are asked if they have any dietary restrictions or needs **and** appropriate accommodations will be made accordingly. Not applicable if food or drinks will not be served. **(1 pt)**
Dietary restrictions include but are not limited to: food allergies, food sensitivities (e.g. lactose- and gluten-intolerance, etc.), and vegetarian or vegan diets
Tip: Place signs in front of each platter to help attendees identify which foods they can enjoy!
- IDE-3:** Name tags made prior to or upon sign-in at the event will include attendees self-defined pronouns and their preferred or lived names. **(1 pt)**
Not applicable if name tags will not be used at the event.
Tip: Do not make pronoun disclosure mandatory.
- IDE-4:** Food and drinks served at the event are culturally diverse **(1 pt)**
IDE-4a: Food was purchased from a minority-owned business, and/or
IDE-4b: Food was made at home by students, faculty, or staff for the event
Not applicable if food or drinks will not be served at the event.
Culturally diverse foods are generally from any cuisine with cultural origins outside of the United States and/or foods originating from indigenous communities in or outside of the US.
*See the [Syracuse Catering](#) list at the end of this guide to find the menus to some local, minority-owned restaurants. Students, faculty, and staff can and **are encouraged to** make and try cuisines outside of their own heritage and traditions.*
Tip: Provide information about the cuisine (it's ingredients, roots, traditions, etc.) before or while it is being served

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- IDE-5:** Event invitations and other electronic materials used to promote and used during the event are screen-reader accessible and compliant with the [ESF Accessibility Standards \(1 pt\)](#)
Not applicable if event invitations will be print only.
Tip: This can be done manually in Adobe, Word, or through a hired service like [AbleDocs](#)
- IDE-6:** The event is planned with cultural and religious holidays in mind **(1 pt)**
For example, this can mean scheduling the event so it does not occur on a holiday, providing (compostable) take-out boxes during fasting holidays, like Ramadan and Yom Kippur, so students may take event food home, etc. The point will only be rewarded if conscious steps are taken. Tip: See the Diversity, Equity, and Inclusion calendar for a complete list of holidays: [2022](#), [2023](#)
- IDE-7:** The event will begin with a land acknowledgement recognizing that ESF sits on the the traditional and historic lands of the Onondaga Nation, the center of the Haudenosaunee Confederacy **(2 pts)**
This will not be applicable for most events.
Land acknowledgements should only be performed at events that meet one or more of the following: 1) Have 50+ attendees, 2) are public-access or public-facing, 3) are formal events that include a presentation, introductory speech, and/or keynote speaker. Land acknowledgements are reserved for these occasions to they maintain their importance, meaning and are not performative.
[ESF's Land Acknowledgement Statement](#)
Please contact the [Office of Sustainability](#) with any questions or if you would like to discuss if your event could or should include a land acknowledgement.
Additional Resources: [ESF's Center for Native Peoples and the Environment Guide to Indigenous Land Acknowledgement](#)
- IDE-i:** We plan to implement **additional** inclusion, diversity, and equity measure(s), not included in this checklist, during the event or as part of event promotion and registration **(1 pt)**

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Zero Waste Infrastructure

- ZW-1:** Trash bins are placed next to recycling and compost bins (if applicable) in the event space and have the [trash guidelines](#) displayed on or near the bin (1 pt)
Please contact [Lauren LaTray](mailto:lmlatray@esf.edu) (lmlatray@esf.edu) to request trash bin(s) if not already present in the event space

- ZW-2:** Recycling bins are available in the event space and are placed next to trash bins, with the [recycling guidelines](#) displayed on or near the bin (1 pt)
Please contact [Lauren LaTray](mailto:lmlatray@esf.edu) (lmlatray@esf.edu) to request recycling bin(s) if not already present in the event space

- ZW-3:** Compost bins are available in the event space and are placed next to trash bins, with the composting guidelines displayed on or near the bin (1 pt)
Not applicable if food and/or drinks will not be served at the event, and if no compostable materials (e.g. napkins, take-out containers, plant material, etc.) will not be present at the event.
Please contact [Lauren LaTray](mailto:lmlatray@esf.edu) (lmlatray@esf.edu) to request compost bin(s) if not already present in the event space

- ZW-4:** Discard materials (waste) will be sorted by... (2 pts)
 - ZW-4a:** Student assistants or volunteers stationed by bins; or
 - ZW-4b:** Caterers, student assistants, or volunteers bussing/collecting materials from tables. This requires that labelled trash, recycling, and compost bins are provided for waste sorting outside of the event space/ "back of house". Caterers should be briefed on ESF's recycling and composting procedures prior to the event.*Please contact the Office of Sustainability if you need assistance finding student volunteers or assistants or would like assistance providing information to the caterer.*

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Zero Waste Infrastructure

- ZW-5:** A waste audit will be performed after the event to document proper materials management practices and identify area of improvement for future events...
ZW-5a: Simplified waste audit - Sort and count the number of contaminants (missorted items) (1 pt)
ZW-5b: Standard waste audit - Sort and weight the contaminants (2 pts)
See the Post-Event Waste Audit guide for instructions and tracking worksheets

- ZW-i:** We plan to implement **additional** measure(s) that support ESF's zero waste goals at the event not included in the checklist. (1 pt)
Please review items in the Advertising, Décor, & Giveaways and Food & Dining categories to avoid duplication.

Advertising, Décor, & Giveaways

- AD-1:** After certification, the event will be advertised as a Certified Sustainable Event during event outreach, registration, and at the event (1 pt)
Upon certification, the Office of Sustainability will provide the event host a copy of the emblem to include in event advertising and a copy of the certificate to display at the event

- AD-2:** Most signage (> 75%) used at the event is general and is designed to be reused at future events (1 pt)
Please contact [Lauren LaTray](#) to learn about event signage that may already be available Complete this [request form](#) for the Office of Communications and Marketing if you would like signs to be designed

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Advertising, Décor, & Giveaways

- AD-3:** Event advertising (flyers, email announcements, etc.) will be...
 - AD-3a:** Printed on 100% post-consumer recycled paper only (1 pt); **or**
 - AD-3b:** Shared electronically only (2 pt); **or**
 - AD-3c:** Shared through a mix 100% post-consumer recycled paper and electronic advertising (2 pts)

***Note:** All paper in shared printing spaces (Moon library, Baker labs, etc.) are stocked with 100% post-consumer recycled paper. See the [Green Purchasing Guide](#) for 100% post-consumer recycled paper options if printing in your office or off-campus*

- AD-4:** No tablecloths or only reusable linens will be used at the event (1 pt)
Please complete this [request form](#) for the Office of Communications and Marketing if you would like a custom logo or tablecloth made for your Office, Department, or Division

- AD-5:** Most decorations (>75%) will...
 - AD-5a:** Be reusable and/or were reused from previous events (2 pts); **and/or**
 - AD-5b:** Be recyclable and/or compostable and/or will be made from recycled content (1 pt)

Tip: Opt for reusable wall hangings, use giveaways or locally grown/seasonal fresh flowers as centerpieces, or get creative with thrifted or reused items

- AD-6:** "Knick-knack" giveaways have been replaced with sustainable, local, experiential, and/or commemorative giveaways (2 pts)
Not applicable if no giveaways will be given out at the event
"Knick-knack" giveaways include items that attendees are not likely to use outside of the event, like sunglasses, stress balls, koozies, etc.
See the list of [Alternative Giveaway](#) ideas at the end of this guide.

- AD-7:** Physical giveaways are placed on a table to the side or used as centerpieces so only the attendees who want them will take them (1 pt)

- AD-i:** We plan to implement **additional** practice(s) that reduce waste and materials use from event advertising, décor, and giveaways that are not included in this checklist (1 pt)

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Food & Dining

- FD-1:** 50% or more of the food served at the event will be...
FD-1a: Locally sourced: Grown within 250 miles from event location (2 pts); **and/or**
FD-1b: Un- or minimally-processed: Non- or slightly-altered foods with the main purpose of preservation and serving without substantially changing the nutrient content of the edible portions of the food (2 pts); **and/or**
FD-1c: Low-waste: Foods served in bulk (no single-serve quantities or packaging), finger foods (not requiring utensils), and items served in reusable or compostable packaging (2 pts)

- FD-2:** At least one nutritionally equivalent vegetarian and vegan option will be served at the event (1 pt)
We define nutritionally equivalent vegan and vegetarian options as foods that have similar nutrition and hunger satisfaction as the non-vegan or vegetarian options served at the event. If a vegan option is served, a vegetarian option does not also have to be provided.

- FD-3:** Food was sourced from a local caterer or restaurant that offers sustainable fare (1 pt)
See the list of [Syracuse Catering](#) options at the end of this guide. If a caterer, not included in this list, offers foods and packaging that meet the criteria, please alert the [Office of Sustainability](#) so we may share this with other campus event organizers

- FD-4:** Food was sourced from a minority- and/or women-owned business (1 pt)
Some minority- and women-owned businesses are included in the Sustainable Catering list, but it is not comprehensive.

- FD-5:** Attendees will be asked to "Lug your Mug, and Pack your Plate" to the event (1 pt)
Tip: Inform attendees ahead of time through event advertising and invitations

- FD-6:** At least one beverage will be certified organic or fair trade
Organic and fair trade certifications most commonly apply to coffee and tea

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Food & Dining

- FD-7:** All beverages will be served in bulk, e.g. pitchers, large dispensers, or water bottle refill stations
Note: If water bottle refill stations will be used a main beverage source, please direct attendees to the refill station using sign(s) or an announcement
- FD-8:** All drinks served in individual packaging are in recyclable glass bottles, aluminum cans/bottles, or paper cartons and attendees are directed to recycling bins for proper disposal
Not applicable if beverages will only be served in bulk
- FD-9:** Remaining edible food is donated at the end of the event (2 pts)
Contact the [ESF/SU Food Recovery Network](#) at least 2 weeks ahead of the event to coordinate remaining food collection
- FD-10:** Remaining food waste is composted at the end of the event (1 pt)
- FD-11:** Dinnerware, drinkware, and utensils used at the event will be...
 - FD-11a:** All dinnerware (plates, bowls) at the event will be **reusable**, and/or
 - FD-11b:** All drinkware (cups, mugs) available at the event will be **reusable**, and/or
 - FD-11c:** All utensils at the event will be **reusable**, and/or
 - FD-11d:** All display/serving platters, trays/plates, bowls, and utensils will be **reusable**, and/or
 - FD-11e:** All or all other non-reusable dinnerware, drinkware, and utensils at the event will be BPI certified **compostable***Contact Student Affairs ([Ebby Adukkalil](#)) or the Mighty Oak Student Assembly's president ([Silas Cochran](#)) to reserve dinnerware through their Reusable Plate Program.
See the [Green Purchasing Guide](#) for local caterers offering rentable dinnerware and BPI certified compostable dinnerware*
- FD-i:** We plan to implement **additional** green practices that minimize the environmental impact of food and support sustainable food systems not included in this checklist (1 pt)

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Energy

- E-1:** The event will take place outdoors or in a LEED certified campus building (1 pt)
LEED Certified buildings on ESF's Syracuse campus include: the Gateway Center, Centennial Hall, and Baker Laboratory. Marshall Hall is expected to achieve LEED Gold upon reopening.
- E-2:** Carbon offset credits will be purchased to offset the emissions from the event, including transportation (3 pts)
See the list of verified and accredited [carbon-offset organizations](#) at the end of this guide. This list is not comprehensive. If you choose to go with a vendor not on this list, please notify the [Office of Sustainability](#) so we may share with other event organizers.
- E-i:** We plan to implement **additional** green practice(s) that support energy efficiency and conservation during the event not listed in this checklist (1 pt)

Water

- W-1:** Water restoration credits (WRCs) will be purchased so the event may have a positive impact for freshwater ecosystems
See the list of verified and accredited [organizations](#) that offer WRCs at the end of this guide. This list is not comprehensive. If you choose to go with a vendor not on this list, please notify the [Office of Sustainability](#) so we may share with other event organizers.
- W-i:** We plan to implement **additional** green practices that support water efficiency, conservation, or restoration during the events (1 pt)

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Transportation

- T-1:** If event attendees do not regularly visit campus (e.g. not students, faculty, or staff) include suggestions for alternative means of transportation with event invitations and registration (1 pt)
In and around Syracuse: [Centro bus system](#), biking the [Erie Canalway Trail](#) and [connecting bike lanes](#) to campus, carpooling, driving an electric vehicle (see [charging station map](#)) or using a ride-share service like [Uber](#) or [Lyft](#).
To and from Syracuse: [Amtrak](#) trains, [Greyhound](#), [MegaBus](#), and [Trailways](#) buses, all of which route through the [William F. Walsh Regional Transportation Center](#). Carpooling or driving an electric vehicle (see [charging station map](#)) are also good options.
- T-2:** Virtual attendance options will be made available for the event (1 pt)
ESF/SU has contracts with [Zoom](#) and [Microsoft Teams](#) to facilitate virtual attendance. Contact the [CNS Help Desk](#) for Assistance.
- T-3:** If a guest speaker will be at the event...
 - T-3a:** Carbon-offsets will be purchased to offset the emissions from the speaker's travel (3 pts); and/or
 - T-3b:** A list of alternative means of transportation were provided to the speaker as the preferred means of travel to campus (2 pt)*See the list of vendors that offer carbon offset credits at the end of this guide and the alternative means of transportation listed under T-1.*
- T-4:** If the event is occurring off-campus...
 - T-4a:** The venue was selected for its proximity to public transit stations, this must be a walkable distance (2 pts) *See note under T-1 for public transportation options*
 - T-4b:** If the event requires attendees to be transported between venues, a shuttle or bus will be used to transport attendees (2 pts)
- T-i:** We plan to implement additional green practice(s) that reduce emissions from event transportation (1 pt)