

# CU CONFERENCE SERVICES GREEN MEETING CHECKLIST

Rethink, Reduce, Reuse, Recycle, Repurpose, Recover, Reciprocate

We encourage you and your team to join us in efficiently using resources when planning your group's program and visit to campus. To be successful, we encourage you and your team to:

- ✓ **Create** a green meeting plan for your group by using the checklist below.
- ✓ **Provide** information to participants about the green aspects of the meeting.
- ✓ **Track** your performance.
- ✓ **Communicate** the results to your participants via website, social media, signage, etc.
- ✓ **Celebrate** your successes and recognize staff, vendors and venues!

## AIR QUALITY

- Use SmartWay ([epa.gov/smartway](http://epa.gov/smartway)) or a similar freight transportation service for all shipping to reduce emissions.
- Request non-toxic cleaners be used during meetings to limit chemical exposure.
- Request non-toxic dry-erase markers for a healthier meeting environment.

## ASSESSMENT

- Solicit sustainability statements from venues/vendors to influence your selection process.
- Calculate meeting footprint ([terrapass.com](http://terrapass.com)) to establish a benchmark.
- Include green meeting questions in your surveys to assess successes.
- Evaluate successes and areas for improvement for future meetings.

## CARBON OFFSETS

- Purchase carbon offsets ([The Good Traveler](#)) to lower carbon footprint for the meeting.
- Offer carbon offsets ([The Good Traveler](#)) for all aspects of the meeting, from travel to eating to heating, through registration and the meeting website to ensure participation.
- Ask for a show of hands of those who have purchased a carbon offset to normalize behavior.

## EQUIPMENT/LIGHTING

- Request non-toxic dry-erase markers for a healthier meeting environment.
- Look for supplies that can be purchased secondhand or rented to consume less.
- Request that rented equipment be programmed for sleep mode overnight to reduce energy use.
- Use rooms with natural light and open shades to

## FOOD AND BEVERAGES

- Encourage guests to bring reusable water bottles and coffee mugs to reduce water and energy use.
- Use china instead of compostable products or plastic to reduce overall carbon footprint.
- Request cloth or recycled-content napkins to reduce waste.
- Make sure Styrofoam and other Polystyrenes are not used to reduce recycling contamination.
- To reduce waste, request that condiments (sugar, sweeteners, honey, cream, milk, cream cheese, jelly, butter, ketchup, mustard, dressings, etc.) and snacks be served in bulk, not individually packaged.
- Avoid bottled water by offering bulk water stations and reusable water bottles to reduce disposable plastic.
- Avoid boxed meals to reduce packaging and food waste.
- Use donatable or reusable decorations and sustainability grown flowers to reduce water and transportation use.
- Take a healthy meeting pledge: no sugary drinks, offer fruit desserts, use whole grains and provide exercise stations to reduce after-food fatigue.
- Select reception menus that feature easy-to-eat, bite-sized foods to eliminate utensils.
- Serve at least one plant-forward or vegetarian meal to reduce water footprint and promote sustainable eating.
- Feature local food and producers at catered events to support our local economy.
- Order organic menu items when available to limit pesticide use.
- Select Fair Trade items to support environmental and economic justice.
- Select caterers that provide food-composting services and request that unused food be rescued to reduce food waste.
- Secure sufficient composting, recycling and land
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## OUT-OF-THE-ORDINARY GREEN PROGRAMMING

- Use an outdoor meeting space and encourage walking between sessions (with ADA accommodations) to keep your participants engaged and get them in touch with nature.
- Schedule time for play to reduce stress and increase productivity.
- Offer pedal-powered snack breaks for exercise, bonding and energy use education.
- Offer a yoga, tai chi or meditation session to promote well-being and the value of work/life balance.
- Engage attendees in a sustainability activity or demonstration.
- Have a green training session for conference attendees and volunteers that includes how to compost/recycle and what green practices are in place at the venue (LEED buildings, water saving, etc.).

