



# UTA Green Event Certification

---

1. Please review the entire checklist before, during, and after planning your event.
2. You must complete and submit the checklist at least two days prior to your event.
3. Once you have completed the checklist, please tally your score according to the directions.
4. Submit the form by email [sustainability@uta.edu](mailto:sustainability@uta.edu)
5. Please upload or provide relevant photos, invoices, etc. so we can verify that all checked off tasks have been properly completed.

## Note:

- I. Each bullet point is worth 5 points
- II. If you feel that you have taken sustainable steps not listed on our list, feel free to add them to the bonus section at the end.
  - a. We will review them and give points accordingly.
  - b. It is not guaranteed that the bonus bullets will be approved.
  - c. The bonus bullets are also worth 5 points each
- III. To become certified, you must have a total of at least 55 points
  - a. The 55 points include the bonus bullets
  - b. Ex: Completing 9 out of the 15 required bullets and getting 2 bonus bullets approved.

## APPLICANT INFORMATION

Name:

Organization/Department Name:

Email Address:

Event Name:

Date and Time of Event:

Event Location:

---

---

## PLANNING AND PROMOTION

---

The event team has created a list of zero waste goals for the event.

Social media, campus newsletters, and emails are used as the main forms of promotion.

All promotion is digital and paperless

Provide a digital version of the event for individuals to keep up with either through social media, streaming, or other means.

---

## PURCHASES

---

Decor and/or centerpieces used are sustainable

Strive to save and reuse as much of the decorations for the future as possible.

All items provided in the raffle must be sustainable, so they end up being recycled if needed.

No single-use plastics

Instead of providing plastic water bottle, incorporate the use of water dispensers

If food is provided at the event, promote the use of reusable silver ware.

---

## WASTE REDUCTION

---

Trash and recycling bins will be provided around the event's vicinity.

Attendees will be made aware of what can and cannot be recycled.

Following the event, all lights and other electric materials will be turned off.

If the event requires the need for bags, provide and/or encourage attendees to bring their own reusable ones.

Provide an option to compost.

Coordinate with Mav Pantry to donate leftover food.

---

## BONUS

---