**Green Programming Guide**

A sustainable event is one where you have taken steps in planning and implementation to lessen the environmental impact by:

- Reducing the use of materials and resources – especially those that can’t be recycled or are produced in an unsustainable manner;
- Minimizing the use of energy; and
- Recycling whatever possible.

*If your event earns 45 points, it will be a “green” event, sponsored by Residence Life & Housing. Nice work!*

- Instead of purchasing items, you’ve borrowed them from other complexes or groups (ex. sports equipment, board games, buckets for tye dye, etc.) (7 pts.)
- The event will stay within the proposed budget (2 pts.)
- Your group has chosen not to purchase t-shirts for the event (4 pts.) or if you have they are made from organic materials (2pts)
- Next to every trash bin there will be a recycling bin (3 pts.)
- The event will be held outdoors, or indoors using natural light, and overhead lights will be off (4 pts.)
- At least 50% of products purchased for the event are reusable (6 pts.)
- The majority of waste produced can be recycled through single-stream (5 pts.)
- You are encouraging students to “bring their own mug” (or plate, etc.) to the event (5 pts.) Or, if food is provided, you will donate leftover food to the Food Bank of DE (7 pts). Finally, you’ve opted to save resources by not having food at this event (10 pts.)
- Food will be donated from a local business (7 pts.)
- If purchased, at least 50% of food is organic and/or grown locally (7pts.)
- Outside vendors will not be traveling more than 75 miles for your event (7 pts.)
- You are reusing advertising materials from a previous event (6 pts.) or using on-line or electronic media to advertise your event (10 pts)
- You are not relying on fliers as the primary/only form of advertising (5 pts.)
- If the event is off campus, you will provide participants with a walking map, or coordinate sustainable transportation options (bus schedules, carpooling, ride-sharing, etc.) (3 pts.)
- You are “making the invisible visible” by letting participants know how you have made this event more sustainable (15 pts.)