

Green In-Person Events Guide

Your supplementary guide for the University of Manitoba's Green Events Certification Form

As you prepare to submit your [Green Events Certification Form](#), preview the certification questions and their associated resources in this Green Events Guide to help you plan for an event that considers sustainability at every level.

Thank you for greening your event!

General Information

Please fill out some general information so the Office of Sustainability can contact you with your certificate and any additional questions.

1. Event Name

2. Event Website

3. What type of event are you hosting?

- Conference
- Workshop
- Event series
- General public event
- Private department/faculty event or meeting
- Other

4. What is the size of this event?

- Small/Medium: 10-80 participants
- Large: 80+ participants

5. Department, Faculty or Group Name

6. Organizer's Email

Community & Education

7. Are you referencing relevant UM Sustainability Strategy 2019-2023 actions within your event's communications and planning?

(For example, if your event's content is related to social justice, you may realize that this aligns with the UM's Sustainability Strategy's goal in Research and Academics "collaborative and experiential learning opportunities that address global sustainability issues such as social justice." Mentioning that in your promotional content increases awareness of the UM Sustainability Strategy.)

[UM Sustainability Strategy 2019-2023](#)

8. Are relevant UN Sustainable Development Goals (SDGs) referenced and promoted within the event's content?

(For example, if your event's content is related to water, you may realize that this may be relevant to SDG 6: Clean Water and Sanitation. Mentioning that in your promotional content increases awareness of SDGs and connects your event to a larger sustainable mission.)

[UN Sustainable Development Goals](#)

Travel & Commuting

9. Have you chosen an event location that is easily accessible via public transportation and active transportation options? (cycling, walking, wheeling, etc.)

10. Have you encouraged the use of GoManitoba to help participants find carpool partners to and from the event?

[UM GoManitoba](#)

11. Is event participation available via web conference?

12. Does the event venue offer secure bicycle parking and/or options for storing active transportation equipment?

13. Have you encouraged local guest speakers, lecturers, or performers to attend in place of those who have to travel long distances?

Building(s) & Location

14. If the event is hosted in a certified-green building, have you highlighted the building's sustainable features?

(For example, if your event is held in the Migizii Agamik building, you can highlight that the building is LEED Gold certified when hosting your event there. This is a good way to emphasize your intentional choice of a sustainable venue.)

[UM buildings](#)

15. Have you highlighted sustainable features of the venue at which the event takes place?

16. Have you provided directions to accessible entrances and restrooms?

[UM accessibility maps and floorplans](#)

Food & Drink

17. Will vegetarian and vegan food and beverage options be provided?

18. Have organic, seasonal, local, and/or fair trade food and beverage options been incorporated?

19. Are reusable and/or sustainable dishware options provided at the event?

20. Will food be provided on platters and drinks from jugs to reduce single-use packaging?

21. Have you worked with locally-based suppliers and services for catering?

22. Have you ordered appropriate portions and made a plan for any surplus food?

23. Have you registered to become a certified Fair Trade event?

[Fair Trade events](#)

24. Are you clearly indicating allergens and gluten-free, vegan, vegetarian, or other food options? Have you contacted participants ahead of time to ask about their food restrictions?

Waste Management

25. Have you sorted waste at the event with clearly identified bins for recycling and landfill waste?

26. Do all waste stations have recycling and landfill grouped together with proper signage?

27. Are hand-outs provided electronically or printed in limited quantity on double-sided, post-consumer recycled paper?

Equity, Diversity, Inclusion and Accessibility

28. Has event planning actively considered and implemented inclusivity measures?

[Canada Inclusive Event Planning](#)

29. Are you including voices of diverse populations in the event's content?

30. Have you created a personalized and meaningful traditional territories acknowledgment based on the UM's approved land acknowledgement?

[University of Manitoba Territory Acknowledgement](#)

31. Are you making an active offer to provide event materials and activities in accessible formats?

(For example, include a statement such as: "Please contact us prior to the event if you require any accommodations.")

[Making Accessible Documents](#)

[AMA Communications and Event Planning Checklist](#)

32. Are participants' personal pronouns included in event communications and on event name badges?

Promotion & Engagement

33. Have you publicized information related to the sustainability of your event through marketing materials?

33. Are event giveaway items sustainably produced, consumable and/or experiential?

[PLAN swag decision hierarchy](#)

34. Are reusable or low-waste decorations such as plants being chosen?

35. Have you encouraged attendees to bring reusable water bottles, coffee mugs, cutlery, and takeaway containers?

36. (Optional) Do you have any additional comments or questions related to your application?

Are you ready to certify your event?

Complete the Green Events Certification Form [here](#).