

Green Event Form

Please email this form to Nicki Zavoshy at greengreeks@uoregon.edu **no later than two weeks before the date of the event.** If the event is going to produce waste, the Zero Waste Certification requires that Zero Waste Stations be set-up at the event. The easiest way to do this is to fill out this form and turn it in, which will allow the chapter to borrow bins from the Zero Waste Program. The chapter will be contacted by a representative from the UO Zero Waste Program once this form is received.

Chapter Name: _____

Contact Name: _____

Contact Position in Chapter (if any): _____

Contact Email: _____

Contact Phone: _____

Name of Event: _____

Location of Event: _____

Date of Event: _____

Philanthropy Chair Name: _____

Philanthropy Chair Email: _____

What disposables for the event will need to be compostable? (Plates, cups, cutlery, etc.):

All disposables must be compostable to maintain Zero Waste Certification and for your event to be certified as a Green Event

Type of waste produced at the event

(For example, compostable plates, compostable cups, compostable cutlery, napkins, food, etc.):

Where will compostable items be purchased? (If applicable) – Suggestions include Cash ‘N Carry and Costco:

How many Zero Waste Stations are needed? _____

Put a station everywhere you would normally have a trash can. This is often near exits, tables, and the kitchen area; anywhere that someone would logically want to dispose of something during the event. A station consists of 1 compost bin, 1 recycling bin, and 1 small trash (landfill) bin.

Who will be picking up and dropping off Zero Waste Stations?

Bins can be picked-up and dropped-off at 1460 Villard St. Eugene, OR

Name: _____

Phone Number _____

Pick up date: _____ Drop off date: _____

Will the material from the event be picked up by your garbage hauler? _____

If no, please initial that you will drop it off at the UO Zero Waste Program perfectly sorted: _____

Who will be monitoring the stations during the event? _____

When and how will monitors be trained (about what is compostable/recyclable/trash)?

Are there going to be any outside vendors at the event? (For example, Dutch Bros) _____

If so, what vendors?

Are there any disposables that are used by the vendor that will not be able to be composted or recycled? (Such as Dutch Bros cups):

If possible, please encourage outside vendors to follow Green Event Standards. However, we understand that this is not always possible. Please make sure that whoever is monitoring the Zero Waste Stations is trained to help guests successfully separate their waste.

Thank you for holding a Green Event!

