



SGA Environmental Awareness Event Planning Form

Event Name: _____

Date of Event: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

We ask that you read each question carefully and answer honestly. Before filling out this form, please read our list of “Tips for Planning a Green Event.” Additional tips and resources are available on our web page: <http://auburn.edu/sga/Programs/Environmental/EnvironmentalAwareness.htm>.

If your answer is YES, put a Y in the space provided. If your answer is NO, please put an N. If the question does not apply to your event or you are not responsible for that aspect of the event, leave the space blank.

After receiving your form and calculating the “green” percentage of your event, we will inform you of your score. SGA will then place a sign at your event, depicting the logo (as shown below), to inform others about the environmentally friendliness of the event. For example, if your event is 56% green, then SGA will have a sign that shows the logo with 2 leaves (as shown below).

Green Scale:

		
One “Green” Leaf	Two “Green” Leaves	Three “Green” Leaves
Submitting form	40%-80% of your event considered “Green”	More than 80% of your event considered “Green”

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Advertising

- Was the majority of advertising done electronically (i.e. Facebook, AU Weekly/Daily, radio, email, etc)?
- Does your event reuse signs and banners from year to year?
- Did you use recycled paper for your flyers?

Purchasing

- Did you purchase food from local businesses?
- Did you buy environmentally friendly products for cleaning up after the event?
- Is your event Styrofoam-free?
- If you have plastic plates, cups, or utensils, are you planning to reuse them?
- Are you using only biodegradable products (i.e. paper products or cornstarch composite)?
- If you are serving drinks, are you using tea urns, punch bowls, or any type of large containers instead of individual cans or bottles?
- If you are serving condiments, are you serving them in bulk instead of in individual packets?
- Are you serving only finger foods at your event in order to cut down on serving products?
- If you are serving coffee, are you using a few real spoons instead of numerous stirrers?
- Did you search for the most environmentally friendly choices while planning and purchasing?
- If you are giving away prizes, did you consider the lifetime/use of the product?

Waste/Recycling

- Did you limit the amount of food ordered to suit the audience size instead of over-ordering?
- Are you planning to donate leftover food to a community kitchen program or homeless shelter?
- Are you providing recycling bins for your event?
- Are you recycling all the cardboard boxes from your supplies?

Energy

- If transportation is needed for your event, is public transportation or carpooling used?
- If your event is during the day, could it be held outside to reduce power usage?

Education

- Are you informing your audience that you are trying to create a "Green Event?"
- Are you encouraging your guests to reuse, reduce, and recycle?

In the space provided below, please tell us anything else environmentally friendly about your event.

Thank you for filling out the Environmental Event Planning Form! Please turn this form into the 'Director of Environmental Awareness' mailbox located in the SGA office of Suite 3130 in the Student Center. If you have any questions please email Haley Porter, Director of Environmental Awareness, at hrp0006@auburn.edu.