



# *Sustainable Creighton* **Certified Event Guide**

Every year hundreds of events are hosted at Creighton University. Events can be resource-intensive and generate large amounts of waste.

By completing this guide and earning the Sustainable Creighton Certification for your event, you will help reduce those impacts by incorporating sustainable practices into your event. Caring for our common home is part of Creighton's Catholic, Jesuit identity and mission. Working to make campus gatherings more sustainable is one way to care for creation.

*Every act matters.*

## *How to Earn*

## **The Sustainable Creighton Event Certification**

To earn the Sustainable Creighton certification for your event, you'll need to complete the four steps in this guide and **earn at least 15 points** for your event.

Items that are worth points are denoted as such. Keep track of your points to make sure they add up to at least 15.



## STEP 1

# Sustainable Event Planning

To help you better understand how to integrate sustainable practices into your event, you should attend a session led by the Office of Sustainability Programs.

### SUSTAINABLE EVENT LUNCHEON **5 POINTS**

Near the start of each semester (typically in October and February), the Office of Sustainability Programs holds a luncheon where you can learn about sustainable event practices and brainstorm ideas for your event. For up-to-date information on when the next luncheon is, check the [Office of Sustainability Programs Creighton Engage events page](#).

### ONLINE TRAINING SESSION **3 POINTS**

If you are unable to attend a planning luncheon, you can instead watch a short online training video on Bridge.

[Complete Online Training >](#)

## STEP 2

# Event Venue Considerations

When possible, it's best to hold your events on campus. This makes it easier for many students to walk to your event and allows you to take advantage of university sustainability resources.

## *On Campus*

### COMPOSTING RESOURCES

Composting receptacles are required for events held on campus. You can view the [Sustainable Creighton Map](#) to see all existing bins on campus. If you think you'll need to request composting bins or other resources, please fill out the Composting Event Kit form.

[Composting Event Kit Form >](#)



## HARPER CENTER AND SKUTT STUDENT CENTER

The Harper Center and Skutt Student Center are managed by the Building Support Team. All events held in the Student Centers must be booked through the [25Live platform](#). There are rarely cans overflowing inside of event spaces for events under 50 participants. If your event will require additional recycling bins, request receptacles after submitting your event through 25Live.

## RECYCLING AT OTHER LOCATIONS ON CAMPUS

Medium or Large events held elsewhere on campus may generate enough waste to overwhelm trash or recycling bins. If you anticipate that your event needing additional recycling resources, you can request recycling receptacles by [emailing the Events and Facilities manager, Michelle Ferestad](#).

## CONTAMINATION MONITORING

To ensure successful and intentional waste diversion, it is essential that recycling streams remain free of contamination. **Facilities Management requires that your event staff monitor the receptacles and remove contaminants for the duration of the event.**

## REUSABLE VS DISPOSABLE DISHWARE AND SILVERWARE

If your event will be serving food on campus, utilizing reusable or disposable dishware and utensils is a required part of the event certification. When ordering catering through Sodexo, compostable dishware and silverware is provided.

For events with more than 100 attendees, it is generally more environmentally friendly to use reusable dishware and silverware. For smaller or outdoor gatherings, single-use compostable dishware may be more efficient. When ordering food through Sodexo, you can request reusable dishware and silverware if it makes sense for your event.

## *Off Campus*

Venues outside Creighton campus often present additional challenges for sustainable events. They may have limited recycling and composting capabilities. When selecting a venue, ask if they have any of the sustainable options from the list below:

- Does your venue offer plant-forward (such as vegan or vegetarian) or finger food selections?
- Do you have composting available?
- Do you have recycling available?
- Do you offer reusable or compostable dishes and utensils?



### STEP 3

## Choose Sustainability Practices for Your Event

Choose the sustainable action items you plan to implement for your event from the list below. Including the points from your planning session (step 1), **remember that your event needs at least 15 points** to earn the Sustainable Creighton Event Certification.

 **On Campus Only**       **Off Campus Only**

#### BEFORE YOUR EVENT:

- 3 POINTS** Gather RSVP data to make realistic estimates of event attendance before food orders are placed
- 3 POINTS** Order a plant-forward menu, including vegetarian and vegan options
- 3 POINTS** Source reusable decorations that will be used at multiple events rather than balloons or other event-specific items that will be disposed of after one use
- 3 POINTS** Request additional recycling bins from the appropriate campus partner if applicable
- 3 POINTS** Choose water jugs or refillable drink stations with compostable cups when providing beverages. Encourage guests to bring their own reusable cups and drink containers as well.
- 2 POINTS** Instead of using paper flyers or posters, promote your event through email, social media, Creighton Today, and CU Involved
- 1 POINT** Make a plan to compost extra food if ordering a Drop Off or Pick Up order through Creighton Dining, or 3rd party vendors
- 1 POINT** Identify recycling and composting locations near your event space and create a waste diversion plan for during and after the event
- 1 POINT** Encourage guests to carpool or use alternative transportation to commute to the event
- 1 POINT** Encourage guests to purchase secondhand pieces or borrow accessories from friends for events with themed or specific dress codes
  - Promote your event using the digital Sustainable Creighton Certified badge

#### DURING YOUR EVENT:

- 2 POINTS** Skip single-use or individually packaged items such as prizes or gift-bags at the event
- 2 POINTS** Display clear signage at the event to help guests understand how to sort their waste correctly.



- 2 POINTS** Announce how to dispose of service ware or other waste at the beginning of the event to help guests divert waste effectively

#### AFTER YOUR EVENT:

- 1 POINT** Compost leftover food from Drop Off or Pick Up Sodexo Orders, or 3rd party vendors
- 1 POINT** Store reusable decorations properly and alert any future event staff of their location and the inventory so that they can use them again
- 1 POINT** Meet with event team (NSO guides, Lu'au volunteers, etc.) to discuss any sustainability challenges encountered and opportunities for future improvement. This can take the form of a post-event survey

#### STEP 4

## Complete the Event Certification Form

After attending a planning session, making venue arrangements, and deciding which sustainability practices you'd like to implement, it's time to complete the Event Certification form and gear up for your event!

After submitting the form, you will receive an email with final steps to receiving the Sustainable Creighton certification for your event.

[Sustainable Creighton Certified Event Form >](#)

## Additional Resources

If you'd like additional resources related to composting and recycling, consider the resources below for more information and support:

- [Sustainability Resources \(Includes guides for Composting, Recycling, and more\)](#)
- [Sustainable Creighton Map \(Includes Composting Bin locations\)](#)