Event Feature	Yes = 1 point
Food/Bev	
Rights-size the catering order to avoid waste	
Include vegetarian/vegan menu items	
Include only seasonal fruits and vegetables	
Choose organic wines and beer	
Avoid red meat	
Avoid individually wrapped foods	
Avoid disposable bottled water/beverages	
Use sustainable serving ware; Preference hierarchy is Reusable-->Paper-->Bioware compostable	
For internal company events, encourage attendees to bring their own bottle or cup, and reward them with entry into a lottery for a good prize	
WASTE	
Provide easily accessible bins for trash/recycle/compost with clear signage	
Limit printed paper items	
ACTIVITIES	
Partner with local environmental NGO for event activity/booth	
Prefer activities that have neutral or positive impacts on environment; e.g. if using paint, ensure it is non-toxic	
TRANSPORTATION	
Provide tips for getting to the event via carpool, transit, bike, walk	
DÉCOR	
Choose reusable decor	
Avoid balloons	
Avoid plastic	
If cut flowers, should be locally sourced	
SIGNAGE/MESSAGING	
Limit single use signage	
Communicate and celebrate the green features of the event in your comms!	

SWAG Scorecard		
Product Feature	**Comment**	**Yes = 1 point**
Is the product designed for ongoing use, not single-use?	Reusable products are highly preferred in the drive toward 'zero waste.'	
Does the product have a 3rd party green certification or label?	i.e. EcoLogo, Energy Star, Ethical Trading Initiative, Fair Trade, Faire Wear, Global Organic Textile Std, Higgs Index, Green Seal…	
Does the product contain some recycled content?	In this way, your purchase can support the recycling infrastructure in our economy.	
Is there minimal packaging?	Bulk packaging is preferred to reduce wasted materials that end up in landfill.	
Can the product be locally sourced to avoid long shipping distances?	Shipping uses energy and generates greenhouse gas emissions.	
When the product's useful life is done, can it be recycled or composted, vs. landfill?	Landfills are rapidly becoming full, and items in landfills generate greenhouse gases.	
Total Points		