

Green Events Guide

Developed by Sustainable Carolina for
UNC-Chapel Hill

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Courtesy of Johnny Andrews

This guide is for UNC-Chapel Hill departments, schools and student groups to utilize in the planning and execution of their on-campus events.

For more details about any of the information provided, please reach out to the corresponding department by using the contact or website provided.

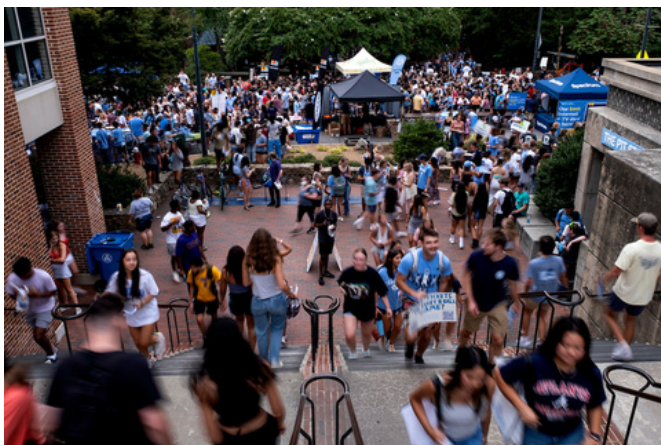
Facilities

Venue

Hosting your event outdoors can minimize energy consumption. Carolina has many beautiful outdoor venues available for events.

- To reserve space at Polk Place, McCorkle Place, Bell Tower Quad or Bell Tower Amphitheater, [please visit this page](#).
- To reserve space at North Carolina Botanical Garden, Coker Arboretum or Forest Theatre, [please visit this page](#).
- To reserve Campus Recreation facilities, [please visit this page](#).
- To reserve other outdoor spaces, [please visit the 25Live page](#) and filter by “Type - Outdoor” in Categories.

For indoor events, aim to select an event space in a building that utilizes natural lighting and that has sustainable features such as solar panels, LED lighting and/or occupancy sensors. To explore more venues, [please visit this page](#).



Courtesy of Jon Gardiner

Rentals

Check with the venue first for table, chair and tablecloth rentals. If a third-party vendor is needed for any of these items, Triangle Party Rentals and Town and Country Hardware are the two vendors in close proximity to the university.

Equipment

If you host events infrequently, renting equipment rather than purchasing equipment can save money and waste. Audio/visual and presentation equipment can be borrowed from the university libraries. Library inventory is limited. Ask if your school or department has equipment available before borrowing from the library.



For Audio/Visual equipment, [please visit this page](#).



For computer equipment such as chargers, adapters, drives, and clickers, [please visit this page](#).

Digital Resources

- Before your event, email any maps and important information at least a week before your event and send any updates as needed.
- Utilize QR codes in prominent places at your event so that people can easily scan and view any information they might need on their phone.

Waste

Recycling and Compost

Please note that the information in this section must be strictly followed.

Contact the Office of Waste Reduction and Recycling (OWRR) if you need extra recycling or composting capacity at your event. OWRR must approve your request prior to the event date. Due to high demand, only events with 100 or more attendees are eligible for Event Services. Tabling events are not eligible for extra services. To submit a request for services, [please click this link](#) (faculty and staff).

Accepted for Recycling:



- Plastic bottles, tubs, jugs, and jars (must be empty).
- Mixed paper, including cartons.
- Drink cans.
- Cardboard (must be emptied, flattened, and taken to the closest blue cardboard dumpster). Please do not put cardboard into the blue rolling carts.

Accepted for Compost:



- All food waste.
- BPI or ASTM D6400 certified compostable products (see section to the right).
- Plant material.

Tips

Reduce waste by reusing items!



Collect lanyards at the end of your event and use them in the future.



Ask guests to bring reusable water bottles.



Borrow tablecloths from another department.

Recommended Vendors for Compostables:

Only certified compostable products may be sent to the commercial composting facility.

Products labelled as “biodegradable,” “natural” or “earth-friendly” without being certified compostable do not meet the strict requirements of the commercial composting facility. Additionally, many “compostable” products from Amazon may not meet the requirements.

- Compost Now (Top Recommendation).
- Eco-Products.
- VegWare.

Contact recycling@facilities.unc.edu

Pollution Prevention

Please note that the information in this section must be strictly followed.

Pre-Event Planning

- For events with potential pollution, draw a map of your event, and make a note of streams and storm drain locations.
- Call UNC Department of Environment, Health and Safety at 919-962-5507 for a pre-event site visit.

Contact Stephanie Grubbs at stephkg@unc.edu



Courtesy of Jon Gardiner

Colored Dye and Chalk

Request a copy of the product's SDS (Safety Data Sheet) from the manufacturer or supplier, and send a copy to stormwater@ehs.unc.edu. "Biodegradable" or "environmentally-friendly" does not mean that the substance can go into the local streams.

For more information about preventing runoff into creeks, appropriate material ingredients, and event clean-up, [please visit this page](#).



Courtesy of Jon Gardiner

Prohibited Activities

- Balloon Releases. Pieces of balloons will end up in streams and lakes and will be mistaken for food by turtles and other wildlife. Balloons marketed as biodegradable can still take more than four years to break down in the environment.
- Any activity using a chemical that will enter a storm drain, including "green" chemicals, dish soap, etc.
- Any activity that requires chemicals during the clean-up process.
- Any project requiring permanent or semi-permanent adhesive on an outside surface.
- Most activities requiring pressure-washing.

Food

Caterer

A best practice for selecting a caterer is to choose a local, sustainable business. To ensure the caterer of your event is committed to sustainability, locate a sustainability page on the caterer's website.

If your event is on campus, [Carolina Catering](#) can be a catering option that minimizes the distance between your caterer and your event. Carolina Catering serves campus 7 days a week. When selecting menu items, look for items with these icons.



Compostable packaging and cutlery is the standard for Carolina Catering, with the exception of single use items like butter/sugar/creamer packets and utensil sets for boxed lunches. During the checkout process, you will be asked, "Is this a Green Event?" Check the box to request a local menu or compostable cutlery for boxed lunches. If you are getting compostable cutlery, be sure to request composting services through OWRR. Without compost bins, compostable cutlery will end up in the landfill. If you have a special request such as non-disposable cutlery, please email Carolina Catering.

Please note that plastic food film is not recyclable or compostable.

Contact: Victoria Hill at vlhill@unc.edu



Menu

The largest contributing factor to the carbon emissions associated with catering is the type of food served. Animal proteins have the highest emission factors. Selecting proteins with lower emission factors and offering meatless options can reduce the carbon intensity of the food served at an event.

Protein		Emission factor [kg CO2e/kg food]
Beef		41
Pork		10
Cheese		9
Fish		5
Poultry/Eggs		4
Beans/Tofu		2

Accommodations

Parking

Parking on campus is limited. Visitors to UNC-Chapel Hill may park at one of the following locations: Rams Head Parking Deck, Morehead Planetarium Lot, Raleigh Road Lot, and digital parking meters along Raleigh Rd and Country Club Rd. If you are reserving parking spaces for your event, you'll need to complete [the event registration form](#).

Inform guests of alternative methods of transportation such as the fare-free Chapel Hill Transit (CHT) and GoTriangle bus systems and bike rental. Electric vehicle chargers are available for visitors. Check these links for more information on [electric vehicle parking](#) and [campus bike share](#).

Contact: Landon Coley at lcoley@unc.edu

Lodging

Providing on-site accommodations for an event reduces travel emissions. For multi-day events during the summer months, on-campus rooms and apartments may be available for guests.

- For more information about reserving residence hall rooms, [please click this link](#).
- For more information about reserving apartments, [please click this link](#).
- For off-campus accommodations, inform guests of local hotels are located near a bus stop. For energy and water conservation, look for hotels that have LEED-certified buildings and/or sustainability features. The table on the following page includes these features.



Courtesy of Transportation and Parking

Local hotels with bus lines and other sustainability features



EV Charging



Green Roof and Rainwater Collection



In-room Recycling



LEED Certified



Low-flow Fixtures



Solar Thermal



Sustainable Food Practices

Hotel	CHT bus lines	GoTriangle bus lines	Features
AC Hotel by Marriott	A		
Aloft, Chapel Hill	N, S	800	
Carolina Inn	A, D, N		
Courtyard by Marriott, Chapel Hill	FCX, S	800	
Graduate, Chapel Hill	CW, D, F, J		
Hampton Inn, Carrboro	CW, F, J		
Hyatt Place, Southern Village	NS		
Rizzo Center	N (½ mi to stop)		
Sheraton, Chapel Hill	D	400	
Siena Hotel	CL, D, F	400, 405	

Thanks to the following units for partnering to create this guide.

