

CSUCI SUSTAINABLE EVENTS GUIDE



INTRODUCTION

This guide aims to help CSUCI departments, clubs, and organizations to organize and manage events that are environmentally sustainable and align with the university's commitment to sustainability and responsible resource management. It encompasses planning principles, sustainable activities, event ideas, and practical steps to reduce the environmental impact of campus events.

WHY ARE SUSTAINABLE EVENTS IMPORTANT?

- Reduce environmental harm
- Promote social responsibility
- Improve cost efficiency
- Enhance reputation
- Promote long-term viability
- Improve health and well-being
- Avoid penalties related to environmental non-compliance
- Promote community engagement



CSUCI'S COMMITMENT TO SUSTAINABILITY

Sustainability at CSUCI seeks to integrate sustainability into the built, natural and learning environments to advance a community that actively pursues environmental and social justice for the common good. Led by the department of Facilities Services, sustainability is achieved through the collaboration of various departments, working groups, academic centers, and individuals dedicated to achieving the university's sustainability goals.

CSUCI's SUSTAINABILITY GOALS

- Achieve zero net greenhouse gas emissions by 2040
- Reduce water consumption 10% below 2019 levels by 2030
- Divert 80% of waste from the landfill by 2040
- Improve energy efficiency 20% from 2019 by 2029



PRACTICAL STEPS FOR A SUSTAINABLE EVENT

At CSU Channel Islands, we are committed to fostering sustainability and reducing our environmental impact. Hosting a sustainable event on campus involves thoughtful planning and conscientious choices. By integrating eco-friendly practices into every aspect of event management we can significantly enhance our commitment to environmental stewardship. Below are practical steps to ensure your event aligns with CSUCI's sustainability goals.

FOOD AND CATERING

- Provide reusable plates, cups, and cutlery to avoid single-use waste.
- Order primarily plant-based food items, limiting the amount of meat.
- Partner with Basic Needs to give out leftover food after the event. Near the end of your event, call [805-437-2067](tel:805-437-2067) for an Ekho Bites alert to be sent to students.
- Offer smaller plates to encourage mindful serving with smaller portions to avoid unnecessary food waste.
- Provide signage encouraging attendees to take only what they need, with the option to return for seconds.



TRANSPORTATION

- Encourage attendees to travel to your event by public transportation, carpooling, biking, or walking to reduce transportation emissions.
- Provide shuttle services for larger events to reduce individual car use.
- Share information with attendees about where electric vehicle charging is available to encourage zero emission transportation.

PLANNING AND COORDINATION

- Request recycling bins for your event if you will have recyclable items. Learn more about what can be recycled on campus by visiting [CSUCI's waste management website](#).
- If you will serve food, request a food waste collection bin for your event.
- Minimize paper use by opting for digital invitations, programs, and promotional materials.
- If giving out event swag, choose items made from sustainable materials (e.g., reusable bags, bamboo utensils etc).

WASTE MANAGEMENT

- Set up separate bins for recyclables, compostables, and trash, and make sure they are clearly labeled and accessible.



ENERGY EFFICIENCY

- Ensure that all electronics and appliances are unplugged or turned off after events.
- Use power strips with timers or smart plugs to control when equipment is powered on and off.
- Choose multi-functional equipment (e.g. a projector that also serves as a speaker) to cut down on the number of devices needed.
- When hosting events during the day, utilize natural daylight if possible and turn off unnecessary lights.

ECO-FRIENDLY DECORATION

- Opt for decorations that can be reused for future events.
- Incorporate natural or plant-based elements in your decor, such as potted plants, flowers, or biodegradable materials.
- Instead of buying new items, consider renting or borrowing decorations, which reduces waste and resource consumption.
- Embrace a minimalist approach to decoration. Fewer items not only reduce waste but can also create a more elegant and sophisticated atmosphere.



SUSTAINABLE EVENT IDEAS

CSUCI focuses on minimizing environmental impact while creating meaningful and engaging experiences; These experiences aim to ensure that events not only meet the needs of today but also protect resources for future generations. Want to host a sustainable event? Here are some ideas to inspire your next gathering:

- Conferences and workshops on renewable energy, climate change, water conservation, waste management and other sustainability topics.
- Earth Day Celebrations
- Tree plantings
- Litter clean-up drives
- Zero waste campus fairs
- Sustainable fashion shows
- Farm-to-table-dinner
- Environmental film screening
- Upcycled craft night



SHOWCASE YOUR EVENT'S SUSTAINABILITY

In keeping with CSUCI's sustainability objectives, showcasing the event's sustainable pledges and accomplishments is a great opportunity to acknowledge your leadership and spread awareness of environmental responsibility. Before, during, and after an event, encourage the campus community to think about the social and environmental effects of their own actions by promoting sustainable programs. According to research, attendees are frequently willing to support more environmentally friendly events, even if they cost more.

AWARENESS (BEFORE AND DURING EVENT)

Hosting events at CSUCI presents plenty of opportunities to showcase our commitment to sustainability and raise awareness. Consider these methods to highlight your event's efforts:

- Feature event sustainability initiatives prominently on the event website to inspire attendees.
 - Inform attendees, speakers, and presenters via emails about the eco-friendly actions being implemented.
 - Highlight sponsors and suppliers that prioritize sustainability in event materials.
 - Share behind-the-scenes efforts and tips on how participants can contribute to a greener event on social media platforms.
 - During opening remarks, share the story behind the event's sustainability efforts and recognize event organizers who made that possible.
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REPORTING (AFTER CSUCI EVENT)

Once the event at CSUCI wraps up, it's crucial to reflect on and report sustainable outcomes. Sharing event findings not only helps improve future efforts but also demonstrates commitment to environmental stewardship. Accurate reporting of your event's impact can inspire greater participation in sustainable initiatives across the campus.

TIPS FOR REPORTING AFTER AN EVENT

- Measure key metrics such as energy consumption, and participation in eco-friendly transportation.
- Compare sustainability goals with actual results to identify areas of success and opportunities for improvement.
- Provide a summary of the event's sustainable impact to sponsors, attendees, and campus organizations.
- Use CSUCI social media, newsletters, and reports to showcase the event's sustainable efforts, inspiring others to follow suit.
- Record insights for future planning, ensuring that each event becomes greener than the last.



CSUCI EKHO BITES FOOD ALERT PROGRAM

CI students can access prepared food left over from campus events and activities via the Ekho Bites Food Alert Program. Ekho Bites alert is a push notification in the goCI app that is available for CI students. The app will alert students when there is available food leftover from campus events and meetings that hosts want to offer up. When a catered event is over and food is available, the event host can request for a push notification to be sent informing students who have opted into Ekho Bites where to go for free prepared food. For more information please email Basic Needs at basicneeds@csuci.edu or call [805-437-2067](tel:805-437-2067).

Benefits of Utilizing Ekho Bites Food Alert Program

- By redirecting leftover food to students, the program ensures that prepared food doesn't go to waste.
- The program offers tangible support to students, especially those who might benefit from access to free, prepared meals, thereby enhancing their campus experience.
- Incorporating Ekho Bites Food Alert Program into event planning showcases a commitment to sustainability, setting a positive example for other organizations and events on campus.





Channel Islands

ZERO WASTE EVENT CHECKLIST

Planning an event at CSUCI? Help us move closer to our sustainability goals by using this Zero Waste Event Checklist.

- ☐ Use reusable items, such as reusable decorations, plates, utensils, etc.
- ☐ Refrain from printing
- ☐ Order the correct amount of food
- ☐ Order a primarily (or entirely) plant-based menu
- ☐ Prioritize durable & useful promotional or giveaway items
- ☐ Request proper landfill, recycling, and food waste bins
- ☐ Have waste monitors stationed at waste bins to help attendees properly sort their waste
- ☐ Use recyclable materials if reusable ones aren't available
- ☐ Provide easy access to the venue
- ☐ Encourage the use of refillable water bottle stations
- ☐ Comply with [CSU Single-Use Plastics Policy](#)
- ☐ Donate or compost leftover food
 - ☐ Call Basic Needs to send out an Ekho Bites Alert for leftover food
805-437-2067
- ☐ Highlight your event's sustainable/zero waste initiatives
- ☐ Request an educational presentation about sustainability
- ☐ Communicate sustainability policies to vendors