**Welcome**

Welcome to the University of Nebraska-Lincoln's (UNL) Sustainable Event Toolbox. This resource provides additional guidance to help incorporate sustainable action items into campus events.

# **Food and Refreshment Resources**

* Food served at university-affiliated events must be procured from [UNL Approved Food Providers.](https://bf.unl.edu/policies/university-wide-food-policy/#:~:text=the%20list%20of-,Approved%20Food%20Providers,-(maintained%20by%20Risk)
* Ensure that the event follows all [UNL food policies](https://bf.unl.edu/policies/university-wide-food-policy).

# **Location and Transportation Resources**

* UNL provides spaces that cater to a variety of event needs and requirements. When

selecting the venue for the event, keep energy use in mind and consider hosting the event in an outdoor location.

* + Browse available spaces on the [Student Life Reserve Your Space webpage](https://studentlife.unl.edu/reserve-your-space/).
		- Filter by outdoor spaces to see the many beautiful outdoor campus locations where an event can be held.
* Ensure that the event follows all [UNL venue policies.](https://unions.unl.edu/policies/)
* Coordinate sustainable transportation for attendees if travel is required during the event
	+ Bus
		- Visit the [StarTran website](https://www.lincoln.ne.gov/City/Departments/LTU/StarTran) to plan bus trips.
		- Visit [UNL Parking and Transit Services website](https://parking.unl.edu/) to learn how students, staff, and faculty can obtain their bus passes.
		- Watch [this short video](https://www.instagram.com/p/Cy3NhnUOPaa/?next=%2Funl_os%2F&hl=en) to learn more about riding the bus with StarTran.
	+ Bike
		- Visit the [BikeLNK website](https://bikelnk.bcycle.com/) to plan the trip by bike-share.
		- Watch [this short video](https://www.instagram.com/p/DJZaomTNMU2/?next=%2Funl_os%2F&hl=en) to learn more about riding with BikeLNK.
	+ Passenger Vans
		- University Fleet Management offers van rental options to transport five, seven, or

twelve passengers.

* + - * Visit the [University Fleet Management website](https://fleet.unl.edu/?check_logged_in=1) to learn more about the

policies, process, and rates associated with renting a university

vehicle. University vehicles can only be rented by authorized drivers.

* + - * + Review [UNL’s Authorized Driver Policy](https://fleet.unl.edu/home/policies/) to see who qualifies as

an authorized driver.

* + Charter Bus
		- Visit the [University Fleet Management website](https://fleet.unl.edu/?check_logged_in=1) to make a request for a

quote for a charter bus.

# **Sample RSVP Form Questions**

1. First Name:

[text field]

1. Last Name:

[text field]

1. Will you attend?

[single choice buttons]

* 1. Yes, I'll be there.
	2. Sorry, I can't make it.
1. [If the respondent selected ‘Yes’ to attend] Do you need any accommodations to be able to participate in the event fully?

[text field]

1. [If the event serves food AND the respondent selected ‘Yes’ to attend] The event will provide refreshments. To help us avoid over-ordering food, please indicate if you intend to partake in the refreshments.

[single choice buttons]

* 1. Yes
	2. No
1. [If the respondent selected ‘Yes’ for partaking in refreshments] Please let us know if you have any dietary requirements.

[text field]

# **Sample Pre-Event Communication**

Dear [**addressee**],

We are proud to announce that our upcoming event [**event title**] is a Certified Sustainable UNL Event at the [**Certification Level**] level! [**Attach certification seal graphic**]

[**Department/organization**] is showing its commitment to sustainability by prioritizing sustainability in the event’s [**Choose 2-3 areas with highest score: communications and marketing, food and refreshment, procurement, waste disposal and recycling, location and transportation, accessibility, and wellness**] efforts.

Please join us in making a difference and promoting sustainability by: [**Choose request(s):**]

* [**If serving food or refreshments**] To reduce plastic and paper waste, please bring a reusable [**water bottle, coffee cup, food container**].
* [**If serving food or refreshments**] To help us avoid over-purchasing food, please indicate whether you intend to partake in the refreshments offered at the event.
* Please consider using public transportation to travel to [**event venue**].
	+ Bus
		- Visit the [StarTran website](https://www.lincoln.ne.gov/City/Departments/LTU/StarTran) to plan your trip by bus.
		- Visit [UNL Parking and Transit Services website](https://parking.unl.edu/) to learn how to obtain your bus pass.
		- Watch [this short video](https://www.instagram.com/p/Cy3NhnUOPaa/?next=%2Funl_os%2F&hl=en) to learn more about riding the bus with StarTran.
	+ Bike
		- Visit the [BikeLNK website](https://bikelnk.bcycle.com/) to plan your trip by bike-share.
		- Watch [this short video](https://www.instagram.com/p/DJZaomTNMU2/?next=%2Funl_os%2F&hl=en) to learn more about riding with BikeLNK.
		- Ride your own bike - the nearest bike rack to [venue] is located at [**location**].
* To reduce waste, please bring your own name tag. If you forget or are unable, we will provide reusable nametag holders. [**Event planner name**] will be collecting them at the end of the event so they can be reused at future events.
* [**Highlight any Innovative Actions taken**]

Visit the [Office of Sustainability website](https://sustainability.unl.edu/sustainable-event-guide-and-certification-program/) for further information about the Sustainable Event Guide and Certification Program. Thank you for making a difference!

[**Closing salutation**]