

NASHVILLE CIVIC DESIGN CENTER

Checklist

Dear Guest of the Nashville Civic Design Center:

As part of the NCDC's Green Office Initiative, we ask that our guests be aware of our organization's sustainable policies. Please take a few moments to read and acknowledge the requests under each applicable bold-faced statement:

I will be bringing food onto the premises.

- If the food is catered, I have taken care to request that superfluous packaging, unnecessary utensils, and disposable packaging and utensils are avoided whenever possible.
- If the food is not catered, I have ensured that the items purchased avoid superfluous packaging, unnecessary utensils, and disposable packaging and utensils whenever possible.

My meeting will be producing waste.

- I will not be providing unnecessary or redundant copies, supplies, and packaging; copies will be double-sided whenever possible.
- I will be encouraging electronic communication and note-taking when possible.
- I will be purchasing supplies made from recycled material, when possible.
- The waste produced by this event will be properly disposed of, and recycled whenever possible.

I have taken care to encourage meeting attendees to reduce paper use, share rides, and recycle waste produced in association with this event.

Name of Organization: _____ Date: _____

Green Office Initiative: The Nashville Civic Design Center (NCDC) is an organization dedicated to elevating the quality of Nashville's built environment, and creating a more beautiful and functional city for all. An environmental consciousness consistent with this goal requires that the NCDC become aware of the daily consumption and waste produced by its own office, and by the entities who utilize its community spaces.