

GREEN EVENTS CHECKLIST:

Thank you for helping us to preserve Park City's environment!
 We are committed to the preservation and enhancement of the environment for our community and guests.
 Please submit this checklist along with your permit application.
 Contact your Special Event Coordinator for more information or questions.

Name of Event:		Organization/ Business:	
Total Estimated Attendance at Event:		Number of Vendors:	
Date of Event:			
Name of person responsible for overseeing green event practices for your event, including training staff and volunteers in sustainable practices: (recycling, composting, reuse, waste and energy reduction, etc.).			
Email Address:		Cell Phone:	
Signature of Event Producer:		Date:	
✓	Standard	✓	Extraordinary Measures
	Complete Environmental Management Plan and attach as part of the Supplemental Plan for your event.		Use vendors that have an environmental policy, recycle and compost, use local food sources, use energy efficient appliances, or otherwise offset their carbon footprint.
	Use electric spider boxes for power needs.		Eliminate the use of fossil fuels for on site power needs.
	Use sand or other reusable ballasts for securing tents instead of water.		Commit to and publicize water conservation efforts at event.
	Recycling is required in all areas of the event. Recycling containers must be paired with trash cans.		Sponsors/Vendors distribute bags, bottles, or serving material made from recycled material, or that can be reused or recycled.
	Event Applicant materials printed on at least 30% post consumer recycled paper. Distributed items must be made from recycled materials that can be reused, recycled or reconsumed.		Event Applicant does not offer printed materials. All promotional materials are available electronically.
	Remind guests to bring their reusable bags and water bottles. Use, sell, or proote reusable bags and waterbottles.		Event Applicant does notsell or give away plastic bottled water unless the bottle is compostable. <i>(To try using watering stations and reusable containers).</i>
	Reusable banners, eco-friendly promotional material or recycle (i.e., banners into shopping bags).		Use reusable linens instead of paper or plastic table covers.
	Encourage the use of bicycles, buses, shuttles, carpools or other public transit to and from the event. This must be promoted on event website and marketing.		Offer a Bike Valet (Summer Events - May through October)
	Enforce a no idling policy for staff, volunteers, vendors and attendees.		Incorporate alternative transportation plans into your event. Supplement City Transit with additional transit options. (This must be approved before implementing).
	Use eco-friendly serving utensils (compostable, plant-based or made from recycled materials) and eliminate the use of regular plastic cups and pre-packaged servings.		Provide vegetarian meal options. Be local - offer food or vendor items that are made, grown and produced within 100 miles of Park City.
	Be Styrofoam Free!		Be Glass Free!
	Prepare food with reusable cutlery and dishes, or products that can be composted.		Serve food in bulk – (avoid cans, bottles, sugar packets and serve at stations)
	Wastewater must be properly disposed of into the sanitary sewer system, i.e., floor sink or mop sink, etc., and it is prohibited to dispose of gray water into the storm sewer or directly onto the ground.		Tell us what else you are doing. We love new ideas and solutions!!
For Municipal Purposes			
Trash Plan Approved by:		Date:	
Public Works:		Date:	
Health Department:		Date:	
Sustainability Department:		Date:	