

ZGreen Event Checklist



The City of Aspen requires that all events on City property or events requiring a Special Event permit meet the ZGreen criteria. Please complete this checklist and submit to zgreen@cityofaspen.com. Contact (970) 429-1831 with questions.

Event Name:	
Event Date(s) & Time (s)	
Green Contact:	
Contact Phone #	
Contact E-Mail	

Walk the Talk

Applicants (hosts or event planners) are not permitted to give away any items **for free** that are not reusable, recyclable or edible. This includes items in goodie bags or promotional items. This does not apply to items for sale.

List items that the host organization is giving away:

Click if N/A

Reduce Waste Before the Event

Vendors, sponsors, artists and participants are not permitted to give away any items **for free** that are not reusable, recyclable or edible. This does not apply to items for sale. As the event organizer, it is your responsibility to let your vendors, sponsors, artists and participants know of this requirement in the information you send them.

List vendor, sponsor, artists and participant names and items they will be giving away here:

Click if N/A

Food Waste Planning

Does this event provide food for more than 200 people? Yes No

If **YES**, the following is required:

- Compostable items (food waste & compostable food serviceware) will be collected separately from the trash & recycling
- For drinks:
 - Clear cups & clear lids must be compostable
 - Paper cups & their lids must be compostable.
- Purchase compostable: Plates, bowls, cutlery, napkins, straws, drink garnish picks, toothpicks & stir sticks

Email zgreen@cityofaspen.com for a list of preferred materials.

Train Before Event Starts

City staff will conduct training for major events*

Staff and volunteers receive training on which items are recyclable and compostable and how to assist event patrons in sorting them. This includes items that may be brought in from outside the event venue (for example, coffee cups, candy wrappers & chip bags)

Would you like a ZGreen Trainer? Yes No

Date, Time & Place of Training:

Date:	Time:	Place:
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*If you are training your staff and volunteers, then the training curriculum must be approved by ZGreen prior to the training. Email zgreen@cityofaspen.com for training materials or to submit your own.

Reduce Waste During Event

If no food or compost collection:

- Set up dual stations for collecting recycling & trash

If collecting food & compostable materials:

- Set up tri-stations for collecting recycling, trash & compost

Clearly label all bins. No single bins. Always make the following stations:

- 1 Recycle + 1 Trash

Or

- 1 Recycle + 1 Trash + 1 Compost

How many waste stations will you have (based on expected attendance each day)?

- 2 stations (1-100 people) 5-8 stations (301-700 people) 13+ (1000+ people)
 3-4 stations (101-300 people) 9-12 stations (701-1000 people)

***Events with 5 or more stations must attach a map that indicates where the waste stations and dumpsters will be located within and around the venue.*

*****Compost collection totes or dumpsters must be bear proof if left out overnight. If this is not feasible compost collections must be stored indoors until they can be taken to Pitkin County's Compost Facility.*

How will stations be supervised to ensure proper separation?

- Waste station attendant ("Bin Tender") at each station
 Roaming waste station supervisors "Top Sorting"
 Other (Please describe)

Hauler may be a waste company, event staff member or volunteer

Name, phone, email of primary contact of person who will haul the following (check all that apply)

- Waste Recycling Compost

Hauler Name	
Hauler Contact	
Contact E-Mail	
Contact Phone	

Name, phone, email of secondary contact of person who will haul the following (check all that apply)

- Waste Recycling Compost Same as Above

Hauler Name	
Hauler Contact	
Contact E-Mail	
Contact Phone	

How many of each station bins do you need to borrow from ZGreen?

_____ Recycling _____ Compost

* Events provide their own trash bins & bags

Educate

Inform event attendees of your sustainability efforts with an informational sign at the check in table, information in the event guide, signage, and announcements at the event and included in pre-event advertising.

Describe how you will meet this requirement:

- | | |
|--|---|
| <input type="checkbox"/> P.A. Announcements | <input type="checkbox"/> Web Page/Social Media |
| <input type="checkbox"/> Information Sheet | <input type="checkbox"/> Promotional Materials |
| <input type="checkbox"/> Announcement in Program | <input type="checkbox"/> Other: Please Describe |

Prohibited Actions & Items

- No idling any vehicle for more than five minutes. Notify staff, vendors and attendees of this City of Aspen ordinance with signage.
- No Styrofoam cups, plates, giveaways, or to-go containers.
- No neon paper (because it's not recyclable).
- No disposable decorations. Use reusable signs, table linens & inflatables.

Track

Send an email to the ZGreen team [zgreen@cityofaspen.com] no later than one month after the event that shows measured amounts of trash, recycling, compost. Download the tracking sheet from the sustainable events page at www.cityofaspen.com.

Sunny the Solar Roller, the City's FREE portable solar trailer, may be borrowed for free from the ZGreen Program to power portions of your event with solar electricity. [Information on Sunny]

Would you like more information about Sunny? Yes No

Optional

Be an Environmental Superhero

- Purchase Sustainably!
- Reduce Even More Waste!
- Reduce Environmental Impact of Your Event!

Download this form [Environmental Superhero Tips] for more ideas on how you can green your event and email it to zgreen@cityofaspen.com to let us know what your event is doing beyond what is required.

THANK YOU FOR DOING ALL YOU CAN TO BE ENVIRONMENTALLY RESPONSIBLE!