**Event Wrap-Up Form**

Thank you for participating in the City of Tacoma Green Event Program. Your stewardship efforts are appreciated.

*It is important to complete all steps of the Green Event Program in order to continue to receive sponsorship and/or host events in the city in the future.*

**Please complete and submit this event wrap-up form to the Office of Environmental Policy and Sustainability within 20 days of your event.**

The Office of Environmental Policy and Sustainability can be reached at (253) 591-5172 or via email at [sustainability@cityoftacoma.org](mailto:sustainability@cityoftacoma.org).

Date of Event:       Event Organizer:

Event Name:

What was the approximate number of attendees at your event?

Did you achieve your Waste Management Plan diversion goal?

Describe what went well:

What might you change in the future to better meet your goal?

How did you promote best alternative transportation options to your guests?

Approximately what percentage of your guests used alternative transportation? If unknown, write N/A

Did you provide a shuttle service?  Yes  No

If yes, approximately what percentage of attendees used this service?

Did you provide pre-consumer food recycling?  Yes  No

If yes, briefly explain the outcome:

Did you provide volunteered staff stations?  Yes  No

If yes, how effective were they?

Did you submit your own green event actions to the City that were approved?  Yes  No

If yes, what were they?

Please provide us with any suggestions on how we can improve this program for your future events: