**Scorecard Application**

Please complete and return this application to the Office of Environmental Policy and Sustainability **prior to your event**. The City of Tacoma will get back to you with results within one week after receiving your application. You will receive an e-mail with an e-certificate and a green events logo that may be used for advertising.

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

Date of Event:       Event Organizer:

Event Name:       Event Location:       Approximate Number of Attendees:

Below are the points available for becoming a Green Event. There are 15 points possible.

 Green Merit event, you must earn 6 points.

 Green Excellence event, you must earn 9 points.

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| ***Initiative*** | **Value** | **Points Applying For** |
| *Use 30-100% recycled content paper for all promotional* *materials or no paper at all* | Mandatory/1 point |       |
| *Work with Environmental Services staff to create a* *Waste Management Plan* | Mandatory/1 point |       |
| *Promote best sustainable transportation options*  | Mandatory/1 point |       |
| *Vendors will only use paper or reusable shopping bags* | Mandatory/1 point |       |

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| ***Initiative*** | **Value** | **Points Applying For** |
| *Provide water fountains (If hookups are available and there is adequate drainage)* | 1 point |       |
| *Require that your vendors eliminate non-sustainable giveaways* | 1 point |       |
| *Provide temporary bicycle racks or choose a location where bicycle racks are provided* | 1 point |       |
| *Make your travel tree-friendly by supporting the Green Tacoma Partnership or Downtown on the Go (minimum $100 donation)* | 1 point |       |
| *Include pre-consumer food waste recycling in your Waste Management Plan* | 2 points |       |
| *Provide volunteers to staff recycle stations* | 2 points |       |
| *Donate excess food to a local food bank/homeless shelter* | 2 points |       |
| *Submit other stewardship initiatives to the City for approval* | Up to 2 pointsavailable |       |
| **Total** |       |

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| **Free Green Event Resources** | **# Available** | **# Requested** |
| Drinking Fountain | 2 |       |
| Bike Racks (includes set up instructions) | 5 |       |
| “Recycle” banner with recycling handouts | 2 |       |
| “Green Events” feather flag  | 2 |       |
| “Green Events” aprons for volunteers | 5 |       |

Use the space below to provide additional stewardship initiatives for the City of Tacoma to consider for points.