

Event Wrap-Up Form

Required

Thank you for participating in the City of Tacoma Green Event & Environmental Services Event Support Program. Your stewardship efforts are appreciated. *It is important to complete all steps of the Program in order to continue to receive City support and/or host events in the city in the future.*

Complete and submit this Event Wrap-Up Form to the Office of Environmental Policy and Sustainability within 20 days of your event. To submit your application or for more information, call (253) 591-5172 or email sustainability@cityoftacoma.org.

Event Organizer:

Date of Event:

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 sustainable transportation options to your guests?

Approximately what percentage of your guests used sustainable 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: