

Pre-Event Scorecard (Required)

At least 60 days before your event, please complete and return this application (Pre-Event Scorecard & Waste Management Plan) to the Office of Environmental Policy and Sustainability at sustainability@cityoftacoma.org.

| | |
|-----------------------|---|
| Event Name: | Event Date/Time: |
| Contact Name: | Event Location: |
| Contact Phone: | Approximate # of Attendees: |
| Contact Email: | Is your organization not-for-profit? Yes No |

1. To qualify as a Green Event, your event must take the following actions:

1. Use 30-100% recycled content paper for all promotional material (or use no paper at all)
2. Promote sustainable transportation options to event attendees (walk, bike, public transit, etc.)
3. Event and vendors may only provide paper or reusable bags (no plastic bags)
4. Event and vendors must eliminate non-sustainable giveaways (See Green Events Guide, pg. 6)
5. Work with Solid Waste to develop a Waste Management Plan (See Green Events Application, pg. 2)

2. Will your event take the above actions? Yes No
(If your event is unable to take the above actions, unfortunately it does not qualify as a Green Event.)

3. Green Events that wish to receive Environmental Services Event Support must achieve Green Excellence certification. To achieve Green Excellence certification, your event must be not-for-profit, and must take additional actions with a total point value of at least 5 points from the scorecard below:

| Action | Value | Points Applied |
|---|---------------------------|----------------|
| Provide temporary bicycle racks, or choose a location where existing bicycle racks are provided | 1 point | |
| Provide drinking fountains <i>(if water hookup and adequate drainage are available)</i> or choose a location where existing drinking fountains are provided | 1 point | |
| Make your event tree-friendly by donating to the Green Tacoma Partnership or Downtown: On the Go! <i>(minimum \$100 donation)</i> | 1 point | |
| Include pre-consumer food waste recycling <i>(composting)</i> in your event Waste Management Plan | 2 points | |
| Provide volunteers to staff and promote proper recycling at recycle stations | 2 points | |
| Donate excess food to a local food bank or homeless shelter following event | 2 points | |
| Submit other stewardship actions to the City for approval <i>(Please attach additional page detailing proposed actions)</i> | Up to 2 points per action | |
| | Total | |

4. *Green Events can borrow the following resources free-of-charge. Please indicate resource requests below:

| Resources | Qty. Available | Qty. Requested |
|--|----------------|----------------|
| Temporary Bike Racks <i>(includes set-up instructions)</i> | 5 | |
| "Recycling" feather flags with recycling handouts | 1 | |
| "Green Event" feather flags | 2 | |
| "Green Event" volunteer aprons | 5 | |

**Resource availability is not guaranteed. Available to borrow while supplies last.*

Waste Management Plan (Required)

1. Has this event been held in Tacoma before? Yes No

If yes, please reference your event's previous Waste Management Plan when filling out this form.

If no, or if you are unsure of what you need for your Waste Management Plan please contact: Mike Sowards, City of Tacoma Solid Waste, (253) 377-3428 or msowards@cityoftacoma.org.

2. Indicate the quantity of garbage, recycling, and pre-consumer food waste (composting) containers needed:

| Containers | Qty. Requested |
|---|----------------|
| Garbage Bin - Dumpster | |
| Garbage Bin - 90 gal. (if other size requested, please specify) | |
| Recycle Bin - 90 gal. (located behind-the-scenes for ClearStreams to be emptied into) | |
| Recycle Bin - ClearStream (required to be placed next to each garbage bin) | |
| Pre-Consumer Food Waste Recycling (composting) (if contaminated, food waste will be considered garbage and appropriate fees will be incurred) | |

3. **You must attach a map of your event site that indicates desired locations of all requested waste containers and other service supplies.** (If necessary, Solid Waste may also request to schedule an in-person site visit to determine proper placement.) **Check here to confirm you have attached a site map to this application:**

4. If requesting garbage and recycling services, how will you ensure that recycling isn't contaminated?

5. Please list any additional steps you will take to achieve your waste management goals:

6. To schedule drop-off and pick-up of Waste Management Plan materials, please contact: Mike Sowards, City of Tacoma Solid Waste at (253) 594-7833 or (253) 377-3428 or msowards@cityoftacoma.org.

7. You will receive a confirmation email after review of your Green Events Application. Qualifying Green Excellence events will then receive an optional Environmental Services Event Support form.

For questions, contact sustainability@cityoftacoma.org or call (253) 591-5172.

RCW 70.93.093 requires that every official gathering in a community that has an established curbside recycling service must provide recycling by vendors who are serving beverages in single use aluminum, glass, plastic bottles, or cans. Please visit RCW 70.93.093 for more information.