



## Town of Snowmass Village Green Events

### Resources and Checklist

Summer, 2014

The Town of Snowmass Village encourages all events to minimize their impacts on our natural environment. We're here to help you plan and organize your event to support the community's environmental ethic, and/or support steps you're already taking. If you are interested in participating in our new voluntary program, please complete this checklist and submit to Kelly Vaughn, Director of Communications. Questions? Contact Kelly Vaughn at 970-922-2275 or kvaughn@tosv.com.

**Event Name:**

**Event Date:**

**Event Contact:**

#### Recommended Actions

##### **1. Plan**

Town staff and the Environmental Advisory Board offer consultations with event organizers prior to events to discuss how we can help you succeed in reducing energy and waste at your event in a convenient and cost-effective manner.

Please describe how you will plan your event to minimize its environmental impact.

##### **2. Train and Educate**

The Town provides educational materials for your event staff, volunteers, vendors, sponsors, and attendees.

Please describe how you will train and educate about your event's green initiatives with the materials we've provided.

Would you like to request additional training and/or educational materials specific to your event?

##### **3. Reduce Waste**

Event organizers, vendors and sponsors should not give away any items that are not reusable, recyclable, or edible.

All materials printed specifically for this event should be on 100% post-consumer recycled paper if distributed by the host organization or event planner. Items distributed by sponsors, vendors, or exhibitors must buy on at least 30% post-consumer recycled paper.

Encourage recycling by setting up and clearly labeling recycling bins in all areas of the event for mixed containers (glass, plastic, and aluminum). Each recycling bin should be paired with a trash can. The Town provides the use of up to 20 recycling receptacles for event organizers to use, free of charge (please see the table below).

Please provide a list of vendors (any organization with a physical presence at your event).

Please list any items that will be given away at the event.

Please list any printed items to be distributed, along with % recycled content.

How many trash and recycling stations will you have?

Have you contacted the Town of Snowmass Village's Solid Waste & Recycling Division at 970-923-5110 to coordinate your waste hauling?

#### **4. Reduce Carbon Emissions**

The Town has a goal to reduce carbon emissions 20% by 2020, and event organizers can play a supportive role in achieving that goal. One of the largest contributors of carbon emissions associated with events is driving. Fortunately, the Snowmass Village Shuttle provides free transportation services in Snowmass Village, and connects to the regional Roaring Fork Transportation Authority (RFTA).

How do you plan to save energy at your event?

How will you use public transportation to transport attendees and employees/volunteers to/from your event?

#### **5. Measure**

The Town will send you a brief survey after the event (no more than one month after the event is completed) to determine the success of the event across several different key measures.

#### **Discouraged Actions/Items**

- Snowmass Village has a no idling ordinance. No idling any vehicle for more than five minutes. Please notify staff, vendors, and attendees prior to the event
- No styrofoam cups, plates, giveaways, or to-go containers
- No neon paper (because it is not recyclable)
- We discourage the selling or providing bottled water at local events. We encourage you to use a tap station and provide promotional water bottles.

#### **Available Resources**

The following resources are owned by the town and available to anyone holding an event in Snowmass Village.

ITEM	QUANTITY	DESCRIPTION	LINK
<b><i>Train and Educate</i></b>			
Recycling billboard signs	20	The billboard holds a standard 11x17 sign which can be quickly printed with 2 side by side 8.5x11 sheets and switched. A wire frame slides into the slots provided on the back of the frame.	<a href="http://www.clearstreamrecycling.com/ClearStream-Billboard-Sign-Kit-p/resba23.htm">http://www.clearstreamrecycling.com/ClearStream-Billboard-Sign-Kit-p/resba23.htm</a>
<b><i>Reduce Waste</i></b>			
Recycling containers	20	Recycling container lids have three 4" circular restricted openings for collecting beverage containers. This includes the frame, lid, and clear bag.	<a href="http://www.clearstreamrecycling.com/ClearStream-Recycling-Container-p/77085.htm">http://www.clearstreamrecycling.com/ClearStream-Recycling-Container-p/77085.htm</a>
Recycling container transporter	1	Transporter with four 8" wheels for uneven terrain and lock in the front. It holds 20 frames, along with the lids and bags.	<a href="http://www.clearstreamrecycling.com/ClearStream-Transporter-p/resba16.htm">http://www.clearstreamrecycling.com/ClearStream-Transporter-p/resba16.htm</a>

### **Thank You for Your Participation**

We appreciate your feedback and input on any environmental programs or best practices that you feel are missing. Please note that we will be regularly updating this checklist to reflect best practices and new programs.