

GREEN EVENTS APPLICATION

- This policy is applicable to medium scale events (defined as events with 1000 to 1999 participants) and large-scale events (events exceeding 2000 participants) located at city-owned facilities.
- All events must submit a Waste Management/Recycling Plan to the City for review and approval. Your waste plan must address the following:
 - 1) The number of recycling receptacles to trash receptacles reflecting a 1:1 ratio of recycling receptacles to trash receptacles
 - 2) Items to be recycled
 - 3) Name of hauler
 - 4) Outreach methods to reduce recycling contamination
 - 5) Litter operations
- Medium-scale events located at city-owned facilities must accomplish a certification of “Silver” or higher.
- Large events must achieve a “Gold” level.
- Events receiving City sponsorship equating to half of the total event costs must attain a “Platinum” certification.

Date of Event: _____

Event Organizer: _____

Event Name: _____

Event Location: _____

ITEM	POSSIBLE POINTS	NUMBER OF POINTS TO BE ACCOMPLISHED
RECYCLING/MANAGING WASTE	35	Write in Number of Points To Be Accomplished
WASTE PREVENTION/REDUCTION	45	Write in Number of Points To Be Accomplished
ENERGY MANAGEMENT	20	Write in Number of Points To Be Accomplished
REDUCING VEHICLE MILES TRAVELED	35	Write in Number of Points To Be Accomplished
GREEN EVENT INNOVATIONS (Summarize innovation(s) on a separate sheet)	Up to 20	Write in Number of Points To Be Accomplished
MISSION VERDE OFFSET \$55 per point for medium-scale events \$75 per point for large-scale events	40	Write in Number of Points To Be Accomplished
TOTAL POINTS EARNED	195	Write in Number of Points To Be Accomplished

Mail, e-mail completed forms and recycling and waste plan to: Liza Meyer, Office of Sustainability, liza.meyer@sanantonio.gov

WASTE MANAGEMENT/RECYCLING PLAN

Event permits will not be issued until a Waste Management/Recycling Plan is submitted and approved by the City of San Antonio

Your plan details must include:

1. The number of recycling receptacles to trash receptacles reflecting a 1:1 ratio of recycling receptacles to trash receptacles
2. Items to be recycled
3. Recycling operations - Name of hauler, number of hired staff, number of volunteers
4. Outreach methods to reduce recycling contamination
5. Litter operations (bag and broom) - Name of hauler or self-haul, number of hired staff, number of volunteers



GREEN EVENTS 195 POINT SCORECARD

RECYCLING/MANAGING WASTE	POSSIBLE POINTS	35
Establish manned recycling station(s) 50% of recycling stations manned: 5 points 100% of recycling stations manned: 10 points	10	
Provide composting of food scraps	10	
Recycle cardboard boxes	10	
Make arrangements to take excess food to a food bank or shelter	5	
WASTE PREVENTION/REDUCTION		45
Utilize e-mail/web for event activities to substantially decrease printed or mailed materials	5	
Sell or use (Health Dept. approved) refillable containers for beverage concessions	5	
Sell or provide beverages in recyclable containers i.e. glass, plastic (grades 1-7) or aluminum	5	
Use 2-sided printing for promotional materials/handouts	5	
Utilize biodegradable plastic bags for trash receptacles	5	
Use reusable/recyclable/compostable materials in booths/displays/exhibits	10	
Commit to holding a “Zero-Paper” or “Paper-Free” event	10	
ENERGY MANAGEMENT	POSSIBLE POINTS	20
Purchase Windtricity through CPS Energy <i>(payment can be made to the City of San Antonio - \$65 per day for medium events; \$130 per day for large events)</i>	10	
Use alternative fuel or solar-powered generators/equipment or alternative fuel vehicles	5	
Provide education and outreach on how to reduce energy consumption at home	5	
REDUCING VEHICLE MILES TRAVELED	POSSIBLE POINTS	35
Provide shuttle service from transit stops or parking lots to the event	15	
Provide amenities for bicyclists to include any of the following: bike racks, bike valet services or designate a secured area for bicycle parking	10	
Provide directions to the event using public transit and bike routes	5	
Promote carpooling, biking, walking and usage of public transit	5	
MISSION VERDE OFFSET	POSSIBLE POINTS	Up to 40
\$55 per point for medium-scale events \$75 per point for large-scale events		
GREEN EVENT INNOVATIONS	POSSIBLE POINTS	Up to 20
Recommend a green event innovation for pre-approval by City staff		
Certification Values: Silver: 40-59; Gold 60-79; Platinum 80-109; Verde 110-195	POSSIBLE POINTS	195

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