GREEN EVENTS PLANNING GUIDE

ABOUT THIS GUIDE

On April 8, 2010 the City of San Antonio City Council adopted an ordinance requiring events with a certain criteria to complete a "Green Event Scorecard. Subsequently, on April 14, 2016, City Council amended the ordinance requiring all events to provide a 1:1 ratio of trash and recycling receptacles. The City of San Antonio's Office of Sustainability has provided you this guide to assist you to complete the scorecard and provide you with tips to plan your event. The guide will help you engage groups and individuals in a systematic, cost-effective process to take greater responsibility in improving your environment in public event settings. Following this guide you will be able to reduce the amount of waste, energy and materials consumed during the course of your event planning and festivities.

The "Green Events Scorecard" contains various "green" measures and practices that you can implement to obtain certification, such as providing recycling opportunities or utilizing two-sided printing for promotional materials. You will complete and submit the scorecard to demonstrate how you will comply with the minimum merit point standard for your event. Your

Green Event Criteria

If your event falls within one of these categories you will be required to complete and submit a "Green Events Scorecard" prior to your event:

- Medium and large-scale events on City-owned property
- Medium and large-scale events receiving City funding or sponsorship valued at half of the event costs
- Medium and large-scale events requiring right-of-way permits

Not all events within the City of San Antonio city limits will be required to complete an "Green Events Scorecard". Your event may be exempt if your event meets any of the criteria below:

- Events with less than 1,000 participants.
- Events and parades not providing or including food and beverage concessions sales/giveaways as a part of the event.
- Events held on City-owned property that is managed or operated under third party lease.
- Events with over 1,000 participants which meet criteria of not needing City permits or use of City property.
- Events held on certified "green facilities". For an updated listing of certified "green facilities", please call 207-6103 or e-mail liza.meyer@sanantonio.gov to request a listing.

GREEN EVENT ORDINANCE OBJECTIVES

- Education – ensure community event producers have the knowledge to minimize their environmental impact
- Measure – develop an easy to use tool to enable events to measure their event pollution emissions and other environmental impacts
- Recognize – Provide awards and encourage events to apply for awards that recognize environmental sustainability initiatives
- Regulate – Require events seeking permission to conduct events in the City of San Antonio to implement green strategies

DEFINITIONS

- Medium scale events—events with 1000 to 2000 participants) located at city-owned facilities must accomplish a certification of "Silver" or higher.
- Large-scale events (events exceeding 2000 participants) will be required to attain a Gold certification or higher.
- Events receiving City sponsorship equating to half of the total event costs must achieve a minimum Platinum certification.

The scorecard includes a total of 165 possible points and is designed to allow a large number of points to be achieved at a minimal cost.

completed scorecard will be submitted with each City reservation contract or permit.

PRE-EVENT ACTIONS

INVOLVING STAKEHOLDERS

Meet with your stakeholders, such as event owners, site owners, vendors and contractors to inform them of your sustainable event initiatives, invite their input and advise them of any requirements and expectations. The event organizer will need to determine what sustainable event initiatives will be incorporated within the "Green Events Scorecard".

COORDINATE WITH VENDORS

Ask vendors for their cooperation in your sustainable event planning. Positive communication, enthusiasm and incentives will go a long way. Ask vendors if:

- They can sell items made from recyclable materials, for example use plastic bottles or aluminum cans for beverages
- They can sell items with less packaging, this will produce less waste
- They can sell reusable containers (approved by the San Antonio Metro Health Department)
- The can use reusable or recyclable materials in booths/displays/ exhibits
- They can sell items that come in recyclable packaging, it is important to assign volunteers to work with event vendors throughout the event to help them sort out their recyclable

Green Event Benefits

- Demonstrates environmental leadership
- Enhances awareness to reduce the amount of waste, energy and materials consumption for event coordinators, vendors and attendees
- Reduces landfill charges by diverting recyclable materials from trash dumpsters
- Reduction of waste, energy and materials consumption at City events
- Encourage other community events to voluntarily participate in the Green Events Program
- Expand the market and applicability for sustainable commodities/services
- Creation of opportunities for waste prevention/reduction/recycling/reuse
- Enhancement of green job opportunities

items. Vendors go through large quantities of cardboard at events. Event planning will need to include directions for vendors to breakdown boxes and place them in an area for volunteers to pick up and recycle.

COORDINATE WITH YOUR EVENT ORGANIZER MAINTENANCE STAFF

Coordinate with your event organizer maintenance staff to assess the number of trash and recycling containers needed and identify appropriate locations for each container. Be sure to communicate your plan to the facility or City representative to make sure placement is approved prior to your event day. You will need to ensure there are an adequate number of trash cans and recycling receptacles, while establishing convenient bulk areas for full bags of trash and recycling.

Trash cans and recycling containers should be placed next to each other in pairs while in sight and within easy walking distance from any location in the event. Keeping in mind that collecting recyclables is easier if there is a vehicle (where feasible based on layout, attendance and venue rules) that can drive to each container and collect the bagged materials. Event attendees will more than likely use the recycling stations if very visible signage is created to make recycling visible from afar. If your event is large, lining up recycling receptacles can be more effective than single containers in the event grounds. You may want to locate receptacles in high pedestrian traffic areas and entrances/exits without impeding ingress or egress. Place recycling containers only where vendors are selling recyclable stock (plastic bottles, aluminum cans) or the recycling will have a large amount of contamination.

DESIGNATE ROLES FOR VOLUNTEERS

- Welcome and encourage exhibitors and attendees to your “green event”
- Make plastic gloves available for volunteers to use
- Monitor recycling stations to ensure the right items go into recycling receptacles or trash receptacles while educating event attendees
- Adjust bin locations to serve high areas of traffic while ensuring that access points for event or emergency vehicles remain clear

- Before the event post the "green event" signage in their designated area
- Give volunteers an all-purpose cleaner and towels to clean off recycling containers to limit bee and bug attraction.
- Ensure the trash and recycling areas are clean at all times and replace full bags for placement at the bulk stations.
- Take pictures before and after the event to evaluate successes

OTHER PRE-EVENT ACTIONS FOR RECYCLING/ MANAGING WASTE

The "Green Events Scorecard" includes an option to draft a recycling and waste plan. Your waste plan will need to address the following:

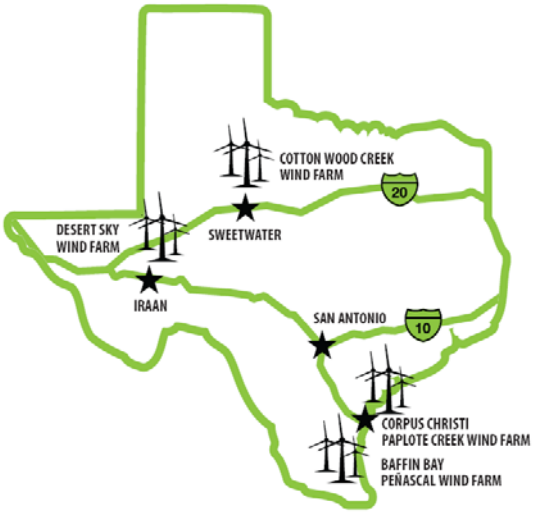
- Coordinate with your waste hauler to inform them what they will need to supply the event with dumpsters for waste and recyclables and determine the essential information below:
    1. When dumpsters will be dropped off and picked up
    2. When they will be emptied (pulled)
    3. Where and how many waste and recycling receptacles will be included in the event
    4. What types of recyclables will be collected at the event
    5. Outreach methods to reduce recycling and contamination

To supply an adequate number of recycling bins at your event, it is recommended that you supply one recycling container for every one garbage receptacle. If you do not need a hauler to haul the recyclables from the event (for example you have 10 full bags of water bottles that need to be recycled), you can take your items to a self-haul drop-off site. For a list of locations to drop-off materials, please reference the "Event Toolkit" in this guide. If you want to provide composting of food scraps. Contact your local food bank what food items they will accept. For a list of locations to drop-off materials, please reference the "Event Toolkit". You can make arrangements to take excess food to a food bank or shelter. Contact your local food pantry or shelter to donate packaged food-items.

Please note that the location of dumpsters will need to be confirmed and approved by the facility or City representative prior to your event day.

OTHER PRE-EVENT ACTIONS FOR WASTE PREVENTION/REDUCTION

- During your event promotions, instead of using printed or mailed materials utilize e-mail and the web to broadcast your event.
- When printing use two-sided printing for promotional materials or handouts and recyclable paper with soy or vegetable based inks.
- Use reusable/recyclable materials for booths, displays and exhibits. Utilize biodegradable or compostable plastic bags for trash receptacles



OTHER PRE-EVENT ACTIONS FOR ENERGY MANAGEMENT

- Purchase "Renewable Energy" for your event.

Windtricity is CPS Energy's green energy program that enables your event to purchase clean, renewable power from West Texas and coastal wind farms. The cost to purchase Windtricity for your event is $65.00 per day for medium events and $130 per day for large events. Payment can be made to: City of San Antonio,

Attn: Green Event - Windtricity

Office of Sustainability

P.O. Box 839966

San Antonio, Texas 78283-3966

- Use an alternative fuel or solar powered generator or equipment or an alternative fuel vehicle. An alternative fuel is defined as biodiesel, compressed natural gas, propane or solar. Vehicles that operate on one-hundred percent electricity are acceptable.
- Provide outreach to event attendees on the importance of reducing energy consumption at home. See this guide's "Event Toolkit" for tips, web links and resources to share with event participants

OTHER PRE-EVENT ACTIONS TO REDUCE VEHICLE MILES TRAVELED

- Consider providing shuttle service from transit stops or parking lots and reduce event traffic congestion
- Provide amenities for bicyclists by including any one of the following: bike racks, bike valet services or a designated secure area for bicycle parking
- Within your event broadcasts promote carpooling, bicycling, walking and usage of public transit

- Provide directions to the event using public transit and bike routes. See the guide's "Event Toolkit" for tips, web links and resources for public transit trip planning and bike route mapping.

OTHER PRE-EVENT ACTIONS: EVENT INNOVATIONS

The City of San Antonio has provided these actions as a recommendation on how to make your event more environmentally friendly. There are numerous other ways to incorporate environmental conservation into your event and earn up to twenty points on your scorecard. All green innovations require pre-approval before submitting your scorecard. You can call the Office of Sustainability at 207-6103 and ask to speak to a "Green Events Specialist" or e-mail your recommended innovation to liza.meyer@sanantonio.gov.

OTHER PRE-EVENT ACTIONS: MISSION VERDE OFF-SET FUND

Event coordinators will have the opportunity to purchase the required certification points by paying a fee of $55 per point for medium-scale events and $75 per point for large scale events. Event coordinators can purchase all of the required points needed or a combination of green event measures and purchased points. Proceeds paid to the Mission Verde fund will go towards local environmental activities. For example, an event with 15,000 participants can pay an offset cost of $4,500 to pay for tree plantings or energy conservation programs in lieu of implementing "green" practices at the event. Non-mandated events can voluntarily complete a Green Events Scorecard and/or pay a fee for a Green Event Certification.

GREEN EVENTS SCORECARD PROCESSING

Upon submittal of your application and scorecard (reference the guide's "Event Toolkit"), City staff will review your scorecard and respond to you within 24 to 48 hours if your event has been certified. If your event is approved for certification, you will receive an e-mail with an e-certificate and certification logo to use in event advertising and publications.

EVENT DAY ACTIONS

PROMOTION

Ensure that green event banners and signs remain posted and clearly visible at entrances and other strategic locations.

- Bring media attention to your event's green initiatives

VOLUNTEERS

- Orient volunteers about the locations and management of trash and recycling receptacles or assign volunteers to monitor recycling stations
- Distribute supplies to volunteers
- Review recycling assignments with volunteers and how to coordinate with maintenance staff

- Remind volunteers to reward attendees with a simple "thank you" for supporting your green event initiatives

GREEN EVENTS COMPLIANCE

City staff will conduct random event checks to ensure compliance and validate initiatives reported on the scorecard.

POST EVENT ACTIONS

POST EVENT REPORTING AND EVALUATION

- Complete a "Post-Event" Form and submit to the City of San Antonio to demonstrate your compliance within 10 days after the close of your event.
- Offer an event de-briefing for stakeholders
- Ask everyone involved for feedback and suggestions
- Return containers and any borrowed items to the correct groups, businesses and organizations
- Follow-up with hauler/recycler for final weights or the amount of collected recyclables and garbage.

PROMOTION

- Inform management, shareholders, sponsors, contractors, event owners and the public about your events success by posting within newsletters, web boards or annual reports
- Prepare a press release highlighting the environmental results of your event.

EVENT TOOLKIT AND CHECKLIST (RESOURCES AND WEBSITES)

The following content is a toolkit of resources to help you plan your green event:

<u>Policies for use of the green event certification logo</u>

Upon certification of your event, you will receive an e certificate and logo to verify your event and indicating the level of your green event. We recommend that you utilize the e-certificate and certification logo in your event promotions. Below are policies for the use of the City of San Antonio's green event certification logo.

1. The logo may not be altered, cut apart, or otherwise changed or distorted in appearance and perspective in any way from the artwork.
2. The logo may not be used in any manner that would imply the City of San Antonio's endorsement of a company, its products, or its services.
3. The logo may never be used in a manner that would disparage the City of San Antonio.
4. The logo should never be associated with any activities that are not part of the "Green Events" program.
5. Anyone who misuses the logo will be contacted in writing or by telephone.

RECYCLING/MANAGING WASTE	
Submit a recycling/waste plan to the City for review and approval: 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 **Private Waste & Recycling Haulers:** **Allied Waste** Phone: (210) 304-2700 Web: www.alliedwastesa.com 4542 SE Loop 410, San Antonio, Texas 78222 **Standard Waste** Phone: (210) 310.1009 5610 FM 1346, San Antonio, Texas 78220 Services: Available in 20-, 30- and 40-cublic-yard capacities, Standard Waste professionally services containers for trash and recycling. **TDS – Texas Disposal Systems, Inc.** Phone: (210) 483-1900 11601 Starcrest Drives, San Antonio, Texas 78220 Services: TDS offers a wide variety of container sizes and compactors to suit your usage and on-site space. **Tiger Sanitation** Phone: (210) 333-4287 6315 U.S. 87, San Antonio, Texas 78222 Email: custserv@tigersanitation.com Services: Commercial dumpster service for businesses and roll off service for larger businesses, construction/demolition projects no matter how large or small. **Waste Management** Phone: (210) 368-5000 4730 SE Loop 410, San Antonio, Texas 78220 **Recycle Cardboard Boxes** **Recycling drop-off locations:** **Greenstar Company** (210) 226-6371 3003 Aniol Street Items Recycled: cardboard, paper, cans, recyclable (1-7) plastic containers www.greenstar.com **Texas Disposal System** (210) 494-0239 11601 Starcrest Items Recycled: cardboard, office paper, aluminum cans, recyclable plastics (#1,#2), newspaper **Allied Waste/BFI/Republic Services** 400 Probandt St. Items Recycled: cardboard, office paper, aluminum cans, recyclable plastics (#1,#2), newspaper	10 Points 10 Points

WASTE PREVENTION/REDUCTION	
Provide composting of food scraps **New Earth** Phone: 210-661-5180 7800 IH-10 East at Foster Road, San Antonio, Texas 78219 Services: Licensed and bonded Organics Composting Onsite Brush grinding Class B—BioSolids Composting Certified Compost facility managers Registered Composting facility for secure composting of your waste **Gardenville** Phone: 210 651-6115 Web: www.texasdisposal.com 7561 E. Evans Road, San Antonio, Texas 78266 TDS acquired Garden-Ville, a subsidiary that produces and markets organic gardening products including compost, soil blends, fertilizers and organic pest controls for both horticulture professionals and home gardeners. **TDS – Texas Disposal Services** (512) 421-1340 or info@tdsgreenevents.com	10 Points
Make arrangements to take excess food to a food bank or shelter **Daily Bread Ministries** Phone**: (**210) 223-4707, 6351 Rittiman Road, 78218 Web: http://www.dailybreadministries.org/donate/donate-food/ **San Antonio Food Bank** Phone: 210.431.8304 direct/210.386.9910 cell Web: www.safoodbank.org; 5200 Old Highway 90 West, San Antonio, TX 78227-2209	5 Points
Utilize e-mail/web for event activities in lieu of printed or mailed materials ***Mail Chimp:*** visit mailchimp.com to set up a free account ***Constant Contact*** *Event Marketing: (866) 876-8464 or visit www.constantcontact.com*	5 Points
Utilize biodegradable plastic bags for trash receptacles ***BioBag*** *100% biodegradable and 100% compostable bags and films made from the material, Mater-Bi. http://www.biobagusa.com/* *All BPI-approved products meet stringent, scientifically based specifications: ASTM D6400 or ASTM D6868. These products are ideal for organics diversion programs. http://www.bpiworld.org/BPI-Public/Approved/1.html*	5 Points

ENERGY MANAGEMENT	
Windtricity ***City Public Services (210)226-WIND*** ***http://www.cpsenergy.com/Services/Windtricity/***	10 Points
Alternative fuel or solar-powered equipment ***J-Squared Services (512)669-7151***	5 Points
Provide education and outreach on how to reduce energy consumption at home ***CPS Speakers' Bureau (210)353-2344*** ***Solar San Antonio (210) 354-0236***	5 Points
Provide education and outreach on how to reduce energy consumption at home **CPS Energy** 401 Villita Street San Antonio, TX 78205 CPS Energy Corporate Communications: (210) 353-2344 http://www.cpsenergy.com/Residential/Information_Library/ **Build San Antonio Green** 118 Broadway, Suite 232 San Antonio, TX 78205 (210) 224-7278 (phone) (210) 223-6275 (fax) Its mission is to protect and enhance quality of life by providing energy leadership, expertise and education, and by developing regionally cooperative programs for the wise, efficient and sustainable use of energy.	5 Points

REDUCING VEHICLE MILES TRAVELED	
Provide shuttle service from transit stops or parking lots to the event **<u>VIA Metropolitan Transit</u>** 1021 San Pedro San Antonio, Texas 78205 (210) 362-2020 VIA offers express Special Event Park & Ride service to many San Antonio events. Avoid the traffic and parking hassles. Park & Ride to fun and games - it's the best way to go. **<u>Star Shuttle</u>** 338 N.E. Loop 410 San Antonio, Texas 78216 (210) 341-6000	15 Points
Provide directions to the event using public transit and bike routes *www.viainfo.net/BusService/TripPlanWrapper.aspx*	5 Points

GREEN EVENTS INNOVATIONS	
Examples of Green Events Innovations Implemented by other certified events are as follows: ♦ Operate golf carts on-site in lieu of gasoline vehicles. ♦ Install LED lighting for signage and art displays ♦ Use light to convey information as opposed to printed signage ♦ Use an "interactive guide" (similar to an "app") so smart phone users can use this rather than printed maps ♦ Build and invest in heavy duty signage frames to attach information that can be reused each year. ♦ "Green" Fireworks. Through careful research fireworks vendor is pleased to offer blue formulations that contain less than 5% Perchlorate and 100% Perchlorate free formulations in all other effects. These Perchlorate free formulations contain no Dichromates, providing an additional layer of safety for sites where pyrotechnics are discharged over or near bodies of water like the fountains in Alamo Plaza. ♦ Recycle all tickets and wristbands used at the event including sampling concessions, admissions and VIP. ♦ For events with trees on site, partner with the Alamo Area Master Naturalists who will measure all the trees and label them with their value in the following categories: environmental values, aesthetic values, historic values, and monetary values. ♦ Create online version of the Green Events Application to eliminate printing. A simple form builder may be found at <u>www.wufoo.com</u> ♦ Hold a "smoke-free" event	20 Points

GREEN EVENTS INNOVATIONS (continued)

Examples of Green Events Innovations Implemented by other certified events are as follows: ♦ Partner with Eco-Centro to exhibit all aspects of sustainability and renewable energy. The Eco-Centro houses and displays the following: composting, community gardening, 3,000 gallon water catchment tank & (5)-30gallon tanks, 135 solar panels, xeriscaping and native plant garden, electric vehicle charging station, highly rated thermopane windows, energy efficient hot water heater and AC units, energy efficient lighting and demonstrations for solar thermal, solar energy, spray foam insulation, and historical upgrades. ♦ Host an event operating completely with renewable power ♦ Employ waste water recycling measures ♦ Operate the most fuel efficient generators on the market today saving thousands of gallons of diesel fuel. ♦ Convert 90 percent of event lighting to LED's which also reduces our use of generated fuel. ♦ Use reusable flatware ♦ Distribute reusable shopping bags to encourage consumption reduction of single-use plastic bags ♦ Educate event participants on the importance of picking up after your pet by distributing bags to pick up their dog's waste ♦ Give away 1000 drought tolerant plants to event participants ♦ Encourage adoption of 2000 trees by event participants ♦ Event Committee holds a free of charge raffle to give away 30 bikes ♦ All booths will provide earth friendly giveaways such as flower/plant seeds. ♦ Participants are given an opportunity to bring unused electronics for recycling ♦ Event booths use propane rather than electricity to cook ♦ NIOSA currently filters and recycles cooking oil from most food booths in accordance with SA Metropolitan Health Department guidelines. All used cooking oil is placed in waste oil containers provided by Metro Grease where it will be picked up after the event and Metro Grease will be responsible for disposing/processing in accordance with all local, state, and federal laws. ♦ NIOSA has contracted with United Site Services to collect and dispose of grey water (from melted ice). Grey water is taken to the SAWS dumpsite south of San Antonio. United Site Services is responsible for disposing of same in accordance with state, federal and local guidelines. ♦ Electricity use is 100% battery operated ♦ Event art showcases use of post-consumer material ♦ This event is specifically promoting active transportation to the general public without using automobiles. ♦ "Pedal to the Parade" promotes the San Antonio bikeshare system ♦ Oyster Shell Recycling. When the patron purchases the bucket of oyster and rents the oyster knife, our volunteers and students from TAMU Corpus will be there to remind the patrons to dispose of the empty shells into the proper dumpster, or leave the shells and bucket on the table. Several St. Mary's Housekeeping staff members are dedicated to picking up the shells and plastic buckets from the tables. The shells will be transported by Republic Services to Corpus Christi for processing and recycling. Based on our order size, we hope to recycle close to 10,000 lbs. of oyster shells. The link to the Texas A&M University oyster shell program is http://oysterrecycling.org/ ♦ Fashion Show Highlighting Clothes made from reusable/repurposed items ♦ Provide seating using man power rather than diesel equipment when delivering the approximate 18,000 chairs to the River walk level. ♦ Install LED lighting on parade floats	20 Points

GREEN EVENTS WRAP-UP FORM

Please provide a completed form no later than ten days after your event.

Date of Event: _____

Event Organizer: _____

Event Name: _____

Event Location: _____

1. Pounds of materials reused or recycled: _____

(estimate X pounds per garbage bag)

2. Did you provide education and outreach on how to reduce energy consumption at home? Yes/No

If yes, please explain how: _____

_____

3. Did you use alternative fuel or solar-powered generators/equipment or alternative fuel vehicles? Yes/No

If yes, please explain what equipment: _____

_____

4. Did you publicize carpooling, biking, walking and usage of public transit to get to your event? Yes/No

If yes, please explain how (newsletters, print media, website, etc) _____

_____

5. Did you provide amenities for bicyclists? Yes/No

If yes, please explain how: _____

_____

6. Did you provide composting of food scraps? Yes/No

If yes, please explain where the food scraps were composted: _____

_____

7. Did you take excess food to a food bank or food pantry? Yes/No

If yes, please provide the location name and address: _____

_____

8. Please provide us with any suggestions on how we can improve this program for your future events: _____

_____

_____

9. Any additional event results can be reported on a separate page.

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 *(payment can be made to the City of San Antonio - $65 per day for medium events; $130 per day for large events)*	**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**

GREEN EVENTS APPLICATION

This policy is applicable to medium scale events (defined as events with 1000 to 2000 participants) and large-scale events (events exceeding 2000 participants) located at city-owned facilities.

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: _____

ITEM	POSSIBLE POINTS	NUMBER OF POINTS 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 Total Number of To Be Accomplished

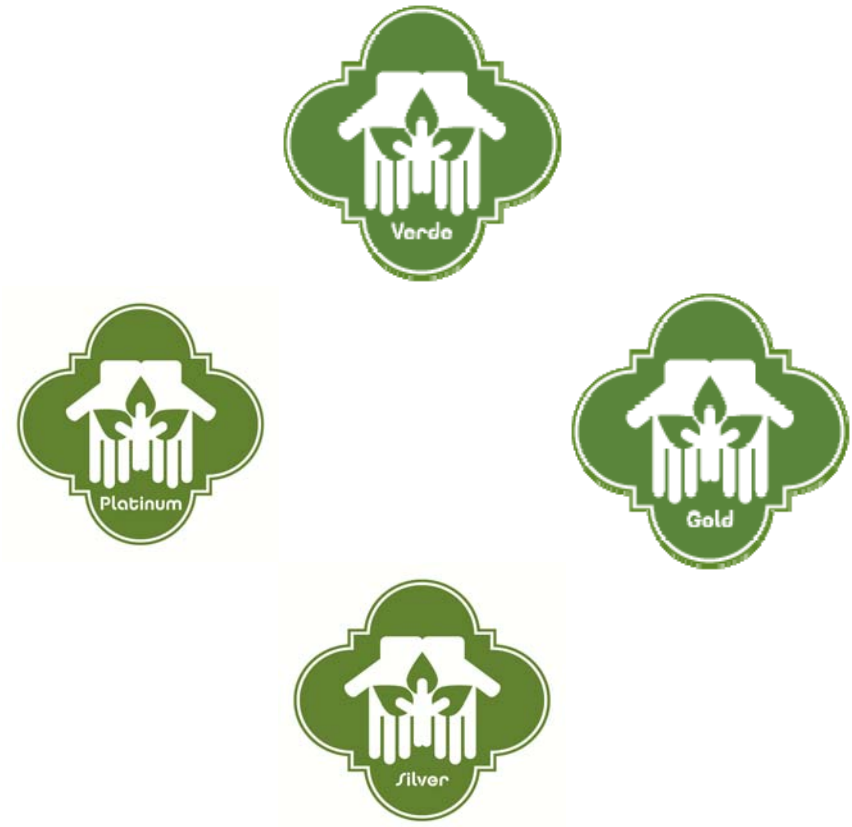
Silver: 40-59; Gold 60-79; Platinum 80-109; Verde 110-195

All 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

RESOURCES, CREDITS AND ACKNOWLEDGEMENTS

The City of San Antonio would like to thank the following entities and organizations for providing informational resources and best management practices

- Metro Waste Authority, "Event Recycling Guide: Recycling and Litter-Free Program"
- City of Melborne, Australia, "Melbourne Event Management Planning Guide"
- City of Melborne, Australia, "Good Clean Fun: Sustainability Principles"
- Susan G Komen Breast Cancer Foundation, "A Guide to Recycling and Reducing Waste: at Komen Race for the Cure Events"

The City of San Antonio's Office of Sustainability extends its appreciation for the contributory efforts of the following City of San Antonio departments and public agencies

Office of the City Manager
Center City Downtown Operations Department
Communications and Public Affairs Department
Office of the City Attorney
Parks and Recreation Department
Police Department
Public Works Department
Solid Waste Management Department
CPS Energy