

# 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: \_\_\_\_\_

Event Attendance: \_\_\_\_\_

1. Pounds of material reused or recycled: (estimate X pounds per garbage bag)
2. Did you provide education and outreach on how to reduce energy consumption at home? If yes, explain how:
3. Did you use alternative fuel or solar-powered generators/equipment or alternative fuel vehicles? If yes, explain what equipment:
4. Did you publicize carpooling, biking, walking and usage of public transit to get to your event? If yes explain how (newsletters, print media, website, etc):
5. Did you provide amenities for bicyclists? If yes, please explain how:
6. Did you provide composting of food scraps? If yes, please explain where the food scraps were composted:
7. Did you take excess food to a food bank or food pantry? 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:

Mail or e-mail completed forms and recycling and waste plan to: Liza Meyer, Office of Sustainability, [liza.meyer@sanantonio.gov](mailto:liza.meyer@sanantonio.gov) or P.O. Box 839966, San Antonio, Texas 78283-3966