



# Is Your Event Certifiably Green?

## Getting Started

We are thrilled to announce Denver Parks and Recreation is piloting a green event certification program in partnership with Certifiably Green Denver and the Office of Sustainability's "Love This Place" challenge to help the city achieve its 2020 Sustainability Goals.

Our program is designed to help you become a leader and a champion in sustainable event management practices. You will receive in-person support and step-by-step instructions about how to complete your certification through the Certifiably Green Denver Program.

## Getting Certified

1

### Review the Checklist

Look through the requirements and decide what commitments you are able to make this year.

2

### Reach Out

Contact us to help you set sustainability goals and facilitate your certification.

3

### Provide Verification of Your Achievement

Vendor Contracts, performance metrics, and other documentation can serve as a form of verification of the goals you complete

4

### Promote Your Participation and Celebrate!

Use the Certifiably Green Denver logo in your marketing materials and let everyone know you reached your sustainable goals.

## Getting in Touch

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# Park Event Certification Checklist



## Waste Management

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### Core Criteria (all must be completed)

- Provide recycling and co-locate recycling with trash bins
- Provide clear signage for trash stations (examples will be provided in the resource guide)
- Track all waste streams (trash, recycling, and compost) and report the amount of recycling and compost diverted from the landfill
- Include anti-litter message in marketing (examples will be provided in the resource guide)

### Electives (complete two)

- Post staff or volunteers at waste stations to help attendees correctly utilize bins
- Reduce vendor handouts/goody bags/ unnecessary printed materials by 10% and only select items that have a purpose
- Hire a waste management company to handle recycling/composting/data collection analysis and reporting
- Other

## Energy and Transportation

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### Core Criteria (all must be completed)

- Include alternative transportation information (B-cycle maps/RTD/Light rail/carpooling) in your marketing materials
- Provide bike corrals

### Electives (complete two)

- Provide visitor incentives for use of alternative transportation. For example, offer discounted RTD passes or discounted entry for attendees arriving by bike
- Minimize lighting (allow enough for safety, but no extraneous light displays) and prohibit outdoor heaters
- Purchase carbon offsets to offset at least 25% of energy used at the event
- Use low emission biofuel or solar generators
- Other

## Event Planning, Management, and Resource Conservation

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### Core Criteria (all must be completed)

- Submit an event logistics plan: bus/Light rail/bike corral locations, parking info including where not to park (a template will be provided in the resource guide)
- Commit to fully recovering park damage deposit
- Publicize your environmental practices on your website and/or display at the event

### Electives (complete two)

- Recruit one other permit holder to take part in the certification program
- Provide tent space for Denver Parks and Recreation or other City agencies
- Adopt a policy/ mission statement that demonstrates your event's commitment to sustainability, and communicate the policy to all employees
- Other

## Food and Packaging

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### Core Criteria (all must be completed)

- Prohibit vendor use of Styrofoam
- Require vendors to use recyclable (or compostable if providing compost bins) utensils and service-ware
- Require clearly labeled recycling bins next to food vendors, including food trucks and temporary restaurants
- Use 50% local small-business food vendors
- Provide water bottle refill stations
- Require vendors to purchase at least 25% of food and beverage products from locally grown/produced sources
- Ban individual condiment packets - require vendors to use bulk condiments dispensed into compostable or recyclable portion cups

### Electives (complete two)

- Partner with vegetarian or vegan food vendors
- Minimize take-out packaging and eliminate plastic bags
- Require vendors to purchase at least 25% organic or sustainably raised foods
- Other

## Business Practices

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### Core Criteria (all must be completed)

- Limit printed promotional/marketing materials and, establish a baseline. Once baseline is established, reduce printed materials by 10% annually
- Utilize reusable signs/posters instead of a single-use
- Use paper with 100% recycled content
- Use digital event check-in, website, mobile app, QR code, or a e-newsletter to communicate announcements and updates

### Electives (complete two)

- Donate usable outdated or unsold merchandise and supplies to nonprofit groups, schools.
- Provide information on environmental organizations to attendees
- Consider giving non-profits reduced-fee or free exhibition space
- Replace ALL printed materials with digital
- Other

## Stormwater Protection

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### Core Criteria (all must be completed)

- Require all contractors who conduct pressure washing to be in compliance with all applicable environmental regulations
- Include the Restaurant Stormwater Protection resource sheet into your vendor contract
- Comply with environmental rules and regulations\*
  - Do not dump any liquids or materials into stormwater drains
  - Do not wash kitchen mats, exhaust filters and other equipment outside
  - Ensure items stored outside such as used kitchen oil containers, dumpsters etc. are covered and leak proof