

# ZGreen Event Checklist



The City of Aspen requires that all events on City property or events requiring a Special Event permit meet the ZGreen criteria. Please complete this checklist and submit to [zgreen@cityofaspen.com](mailto:zgreen@cityofaspen.com). Contact 429-1798 with questions.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Contact: \_\_\_\_\_

## REQUIRED ACTIONS

### Train!

Staff and volunteers must be trained in proper greening procedures (how to sort recycling, compost, etc.), and must be able to answer questions about what makes your event green. Training documents and assistance are available from ZGreen.

Date and time of training:

Who will conduct the training?

### Educate!

Inform event attendees of your greening efforts with an informational sign at the check in table, information in the event guide, signage, or announcements at the event. Sample educational sign is available [here](#).

Describe how you will meet this requirement:

### Reduce Waste!

Vendors and sponsors are not permitted to give away any items that are not reusable, recyclable, or edible.

Send a list of vendors (any organization with a physical presence at your event) to ZGreen or list them here:

### Walk the Talk!

Applicants (hosts or event planners) are not permitted to give away any items that are not reusable, recyclable or edible. This includes items in goodie bags or promotional items.

List items that host organization is giving away:

## Print Wisely!

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

List all printed items to be distributed, along with % recycled content:

## Recycle!

Set up and clearly label recycling bins in all areas of the event for Mixed Containers (glass, plastic and aluminum).

**Every recycling bin must be paired with a trash can. No single trash or recycling bins are permitted!**

How many waste stations will you have?

Who is your waste hauler?

Which bins are provided by your waste hauler?  
(Required bins: trash, commingled recycling, cardboard)

What bins do you need to borrow from ZGreen?  
(Recycling and compost bins are available in most cases.)

## Reduce and Save!

(Choose Four)

*Please use the highlighter to designate your 4 choices.*

- Provide a vegetarian meal option.
- Buy and serve all condiments, sauces, chips, and other food items in bulk.
- Don't sell or giveaway bottled water.
- Serve food and beverages in reusable and washable containers.
- Use only reusable decorations. No balloons, crepe paper or other disposable decorations. This includes table linens.

Can't comply with four?

- Alternative: Choose two from above and add composting - compost all food and paper waste.

## Track!

Send an email to the ZGreen team no later than one month after the event that shows measured or estimated amounts of trash, recycling and compost.

How will you measure this?

 **PROHIBITED ACTIONS/ITEMS** 

No idling any vehicle for more than five minutes. Notify staff, vendors and attendees of this City of Aspen ordinance with signage.

No Styrofoam cups, plates, giveaways, or to-go containers.

No neon paper (because it's not recyclable).

Sunny the Solar Roller, the City's FREE portable solar trailer, may be borrowed for free from the ZGreen Program to power portions of your event with solar electricity. [Would you like more information about Sunny?](#)