

# Greening Events Quick-Guide

Adjust the scoring system as you see fit. For issues beyond the event's control, we recommend giving full points if they ask the venue or city for improvements. Give this form to an event as a suggestion: ask them to fill out parts you can't answer!

## Getting Started, Organization & Effort

/ 5	Someone or group is responsible for making the event environmentally friendly	
/ 5	Use a checklist or guide for the details.	Which guide was used:
/ 2	A place to put environmental suggestions.	

## On the Way There & Back Home

/ 5	Encourage Carpooling	Suggestion: <a href="http://www.spaceshare.com">www.spaceshare.com</a>
/ 5	Other efforts to encourage sharing and cooperation as relevant, such as room-shares.	
/ 2	Relocalization: Help people connect with their community while at your event.	
/ 2	People are encouraged to bring a mug or water bottle before the event.	

## Waste Reduction

/ 5	Basic Recycling	
/ 5	Thorough recycling, composting, provide only compostable & recyclable materials	Suggestion: <a href="http://www.greenhome.com">www.greenhome.com</a>
/ 5	Minimize waste	
/ 5	Conserve electricity, water, etc.	Give full points for requesting the venue conserve for all future events!

## Sustainable

/ 4	Supply food that is organic & low on the food-chain?	
/ 4	Event t-shirts are organic.	
/ 2	Nametags & IDs are re-used or minimal	
/ 4	Carbon Offset Program	

## Bonus Points:

Total Score & Comments:      /      .