

2013 Newport Sustainable Events Protocol Checklist	Event Name: _____ Date: _____
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Thank you for making your event sustainable! We suggest that you read over this form in the planning stages of your event. Fill this form out after your event has taken place and submit it to the Clean City Program by email or fax at cleancity@cityofnewport.com or (401) 848-6495. Filling it out directly on the Excel document is preferred. Do not strive to do every item on this list; certain categories will not apply to every event. For example, an outdoor event may not use lighting and many events do not serve food. Fill it out as best you can, and remember to think of other sustainable initiatives that may not be on this form and list them under "Other Initiatives." Feel free to contact the Clean City Program with any questions at (401) 845-5642.

1. Event Planning				4. Food (if serving food)			
Adopt an environmental sustainability policy*				Serve locally grown & harvested food 25%*			
Establish a Green Team to implement Plan*				Purchase food from "Trace & Trust" & "WildRhody"			
Maintain environmental records to share				Purchase 75% of food from "Trace & Trust" & "WildRhody"			
Lodging facilities are certified in DEM green				Serve only the "Best Choice" fish			
2. Waste Management				5. Pollution Prevention			
Develop a Trash Reduction & Recycling Plan*				Event shall use paper with 30% post consumer products			
Provide convenient, right sized recycling bins				Default settings for printer/copier are 2 sided			
Recycle corrugated cardboard				Plan for purchasing of energy efficient products			
Use at least 25% non-disposable/compostable products				Use Green seal cleaning materials or similar			
Use at least 50% durable/compostable products				Use Energy Star equipment			
Use at least 75% durable/compostable products				Promotional materials submitted in an electronic format			
Eliminate single use bottles				Purchase supplies in bulk & avoid single use type product			
Require reusable water bottles				Purchase low VOC paints			
Provide water refilling stations to eliminate bottles				Minimize stockpiling & storage of excess paint			
Sign up for EPA Food Recovery Challenge*							
3. Energy and Water Conservation (if at your own facility)				6. Transportation			
Use energy efficient indoor & outdoor lighting 50%				Provide hybrid vehicles for the event			
Purchase clean/renewable electricity for 50% needs				Provide secure bike storage			
Use of programmable timers/sensors in low occupancy areas				Hold the event in a walkable neighborhood			
Use low emission or alternative fuel generators				Educate drivers to maximize fuel economy			
				Use of RIPTA by at least 10% of attendees/ staff			
				Use of shuttles between transportation station and location			
				Charging for parking			

