## 2013 Newport Sustainable Events Protocol Checklist Event Name:

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.

Date:

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	
Develop a Trash Reduction & Recycling Plan*	5. Pollution Prevention
Provide convenient, right sized recycling bins	Event shall use paper with 30% post consumer products
Recycle corrugated cardboard	Default settings for printer/copier are 2 sided
Use at least 25% non-disposable/compostable products	Plan for purchasing of energy efficient products
Use at least 50% durable/compostable products	Use Green seal cleaning materials or similar
Use at least 75% durable/compostable products	Use Energy Star equipment
Eliminate single use bottles	Promotional materials submitted in an electronic format
Require reusable water bottles	Purchase supplies in bulk & avoid single use type product
Provide water refilling stations to eliminate bottles	Purchase low VOC paints
Sign up for EPA Food Recovery Challenge*	Minimize stockpiling & storage of excess paint
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

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7. Environmental Education	-				
Display & Maintain environmental information*				Event Date	
Signs for Waste Management				Event Size	
Publicity about green initiatives				Event Location	
/isitor/Guest on site promotion of green initiatives				Event Organization	
Prominently display sustainability policy				Contact name	
				Organizer Phone	
9. Other Initiatives			Number of Visitors/Guests		
				This form prepared by	
				Comments:	
point subtotal column one				Each line item worth one point	
point subtotal column two				* indicates examples In Event Resource Guide on-line	
point subtotal this column					
point total					
				Bronze = 10 points	
				Silver = 15 points	
				Gold = 22 points	
The Newport Energy and Environment Commission J	an 2	013		Platinum 30 points	