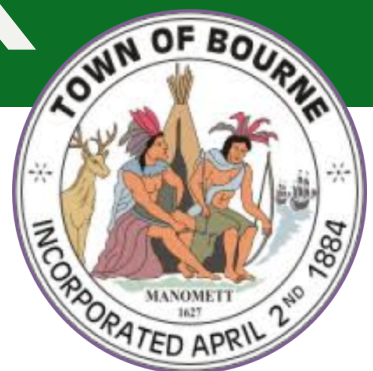




# ELIGIBILITY GUIDEBOOK

ADOPTED BY THE SELECT BOARD  
FEBRUARY 6, 2024





# Introduction

Supporting the Select Board's environmental commitment, and protecting our community's quality of life, events on town property are encouraged to integrate environmentally responsible best practices and strategies within said event, to champion and increase awareness through aligned objectives in five main areas of focus:



**Zero Emissions**



**Water Quality**



**Reducing Waste**



**Lower Impact**













**Sustainable Design**

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# Leading by Example

Events on town property that qualify as Green will enjoy demonstrated sustainable benefits such as:

-  Ability to promote event as Green.
-  Showcasing event as a leader in limiting impacts on our environment.
-  Attracting diverse support through attendance and stakeholders.
-  Reduce waste, energy and materials consumption associated with event.
-  Increase awareness to reduce the amount of waste, energy and materials consumption for event coordinator, vendors and attendees.
-  Expand market for sustainable commodities and services.
-  Encourage other community events and locale businesses to voluntarily participate in the Green Event.
-  Ignite innovative approaches, and challenges other events to match efforts.
-  Green Event recognition on Town Special Events webpage.
-  A reduction in the Use of Town Property fee .

**To earn eligibility, events on town property must score a minimum of 15 points from a series of actions, within the 5 areas of focus.**

# Zero Emissions



Action	Available Points
Event is held outdoors with natural lighting.	1
Attendees are encouraged to use public transit, bike or walk to event and provided with guiding information, as appropriate.	1
Accommodation recommendations for travelling attendees are within a one-mile radius.	1
Shuttle, carpool, group walks and/or bike rides are arranged for transportation to/from and during event from hotels and surrounding locations.	1
Electric vehicles are used by the event, or encouraged to be used by attendees.	1
Enforce anti-idling practices for event vehicles and event equipment on and adjacent to the event site. Idling should be limited to five (5) minutes (emergency vehicles exempt).	1
Attendees are rewarded or incentivized to walk, cycle, use public transport or car pool.	1
Virtual attendance provided as an option for attendees.	1
Collect geographic data (postcode) upon sale of ticket or RSVP to help identify locations your attendees arrived from.	1
Event is zero-landfill (no trash generated).	2
Transport related goals and objectives are set for reoccurring events.	2
<b>TOTAL POINTS</b>	



# Water Quality



Action	Available Points
Provide food/drink vouchers or other forms of incentives for attendees who bring their own reusable water bottle.	2
Water bottle refilling, hydration stations are offered instead of single use plastic bottles.	2
Create a plan for accidental spills by having adequate containment and cleanup materials on hand to prevent illegal discharges to storm drains and waterways. Train event staff in advance regarding when and how to use them.	2
Require food vendors to have sufficient waste storage capacity, and coordinate with waste haulers for service as needed to prevent container overflow.	1
<b>TOTAL POINTS</b>	





# Reducing Waste

Action	Available Points
Advertising and provided materials for event is 100% electronic.	2
Pre-and post-event communication is 100% electronic.	2
Event has mobile app to minimize paper scheduled and guides.	1
If printed materials are offered, they are printed on highest possible % post-consumer recycled content.	1
Event vendors are required to use sustainable materials.	2
Condiments are served in bulk rather than single-serving containers.	1
3 waste streams (Trash, Recycling and Food Waste) with clear signage is offered at event, and instructions is emailed to attendees prior to event.	2
Establish a food donation plan strategy for excess edible food and coordinate donation delivery or pickup.	1
Name badges/lanyards are reusable and collected at end of event for re-use.	1
<b>TOTAL POINTS</b>	



# Lower Impact



Action	Available Points
At minimum 5 sustainable standards are required for event vendors such as: <ul style="list-style-type: none"><li>• no plastic straws</li><li>• no Styrofoam</li><li>• sustainable dishware provided to attendees</li><li>• sustainable, such as bamboo, utensils for attendee use</li><li>• food and/or drink products or ingredients locally sourced and/or organic</li><li>• food vendors asked to serve/use whole grains and healthy oils instead of refined</li><li>• snacks being offered are nutritious plant-based items without refined sugars</li><li>• no plastic bags</li><li>• Print receipts upon request only or fully digital for purchases</li></ul>	5
Event attendees are emailed prior to event and encouraged to bring own dishware (mugs, water bottles etc.).	1
Attendees pre-register or RSVP to limit vendors and event from over purchasing food and other items.	1
Event and/or vendors utilize alternative fuels, solar or renewable powered generators.	2
Event and/or vendors use non-toxic cleaning products at event.	1
<b>TOTAL POINTS</b>	



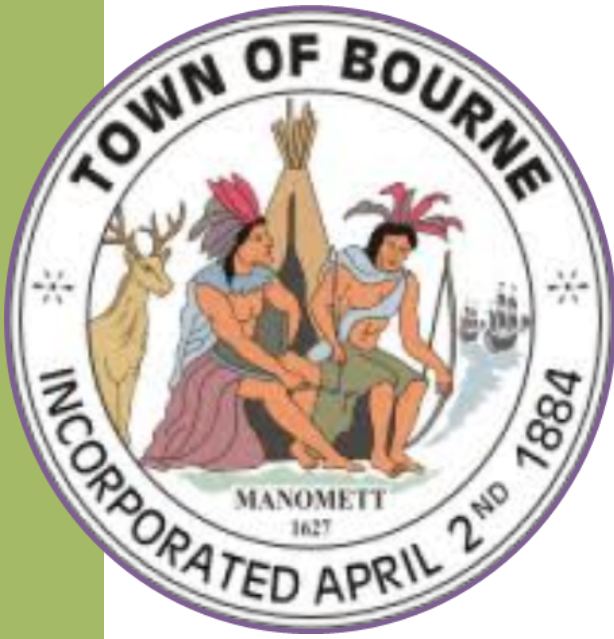
# Sustainable Design



Action	Available Points
Event Organizers set a sustainability policy for the event.	1
Appoint a "Green Event Leader" to plan and manage action efforts with event, vendors and attendees.	1
Event eliminate giveaways, or replace with environmentally responsible options.	1
Event décor (if used) is environmentally responsible and reusable following year.	1
Sustainability is discussed with vendors and incorporated into contract language, where appropriate.	1
Volunteers and/or staff are trained in proper waste disposal and items to reuse (lanyards, badges, signage, etc).	1
Volunteers and/or staff are assigned at waste disposal locations to assist with proper disposal during event.	2
Develop check-out procedures requiring vendors, during event and prior to departure, their area is clean and waste-free.	1
Event is promoted as "Sustainable" once eligibility is approved by Town.	1
Event sets performance objectives and realistic targets for green actions.	3
Events monitor, measure, analyze, and share performance after event with town, on event website, and with vendors and attendees.	3
Reoccurring events evaluate past events and implement additional objective actions, scoring higher than previous year.	3
<b>TOTAL POINTS</b>	







# Leading by Example. One event at a time.

## Contact

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