



chicago park district

GREEN INITIATIVES PERMIT CHECKLIST B

INSTRUCTIONS: After requesting 'Green Event' status, please review the checklist and indicate any actions that apply. The corresponding points will appear next to the check marks and the total points will be recorded at the bottom. If you have any additions to the rows for 'Other', please include a description for review.

REQUIRED	POINTS AVAILABLE	CHECK IF ACTION TAKEN	POINTS AWARDED
Recycle waste and provide recycling containers for event attendees.	Required	X	Required
Do not use polystyrene (Styrofoam and number 6 plastics).	Required	X	Required
FOOD AND BEVERAGE	AVAILABLE	CHECK	AWARDED
Use reusable dishes, beverage containers and utensils—or disposable made from sustainable, compostable or recycled content material.	1		
Use reusable (cloth) napkins or tablecloths—or disposable made from sustainable, compostable or recycled content material. If using disposable, use non-bleached material for paper products.	1		
Use food packaging containers made with recycled or compostable content.	1		
Offer condiments in refillable containers instead of individual packets.	1		
Provide multiple water fountains for participants and allow participants to fill up their own water bottles in addition to already existing Chicago Park District water fountains.	1		
Do not distribute/sell bottled water (except during extreme heat event days).	1		
Use locally sourced (within 200 miles) produce or meats.	1		
Provide fair trade and/or organic coffee and tea.	1		
Donate non-perishable food items to food banks if there are leftovers. However, your waste minimization plan should attempt to reduce the amount of leftovers.	1		
PRINTED MATERIAL AND SIGNAGE	AVAILABLE	CHECK	AWARDED
Make tickets available via apps or a website.	1		
Use paper with at least 30% post consumer recycled content for any printed materials	1	CHECK ONE ONLY	
OR Use paper with at least 70% post consumer recycled content for any printed materials.	2		
Use double-sided copying, soy based inks or chlorine free paper for all printed materials.	1		
Use name badges printed on recycled paper and/or recycled name badge holders.	1		
Do not distribute programs or agendas to participants; provide programs electronically via apps or a website.	1		
Recycle or reuse name badge holders, lanyards, wristbands, ID cards, etc.	1		
Utilize at least 2 non-print forms of media or communications (websites, social media, texting, email, etc.).	1		
Print all signage on recycled content or biodegradable materials.	1		
WASTE	POINTS	CHECK	AWARDED
Develop a waste minimization plan prior to the event and ensure only necessary items are purchased and provided for the event.	1		
Do not distribute plastic bag or swag bags to event participants. Offer any coupons or promotions available online.	1		
Ensure that suppliers/service providers will recycle all of their applicable materials.	1		
Compost waste from the event.	1		
Have a green team at the event to help participants recycle or compost in appropriate containers.	1		
Accurately measure attendance for the event and provide in numbers to the Chicago Park District.	1		

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TRANSPORTATION		POINTS	CHECK	AWARDED
Locate your event so that the majority of participants can walk, bike, car pool or use public transportation to travel to the event. Encourage participants to use these forms of transit.		2		
Provide bike lock facilities (beyond existing Chicago Park District bike locks) and/or a bike valet.		1		
During the event, use shuttle buses, electric golf carts, electric vehicles, bikes or other environmentally friendly transit to transport participants.		1		
Provide transportation for event talent using hybrids or car-sharing/bike sharing programs.		1		
Employ local vendors to supply the majority of goods, materials and equipment used at the event.		1		
ENERGY		POINTS	CHECK	AWARDED
Use energy efficient (i.e., LED) lighting at the event.		1		
Offset energy use during the event by purchasing or fundraising towards renewable energy credits.		1		
Use biodiesel for generators or other equipment.		1		
Purchase or rent solar power systems/panels to supply power to the event.		2		
Allow participants to purchase carbon offsets for their travel to and from the event.		1		
OTHER		POINTS	CHECK	AWARDED
Donate funds to Chicago Park District for tree planting.		1		
Educate event participants about the event's green features.		1		
Educate event participants about going green in their home or business.		1		
Employ suppliers and/or service providers who implement environmentally conscious strategies and coordinate with them.		1		
For event t-shirts or clothing use recycled material or organic cotton.		1		
Other:		1		
Other:		1		
Other:		1		
Other:		1		
TOTAL POINTS (20 necessary for Green Certification)				
NAME OF APPLICANT/EVENT ORGANIZER/PRODUCER				
EVENT NAME				
EVENT DATE	PARK/SPECIFIC LOCATION	EVENT TYPE	PERMIT NUMBER	