



# chicago park district

## GREEN INITIATIVES PERMIT CHECKLIST A

**INSTRUCTIONS:** To be completed for Picnic, Athletic T-3, and Corporate Event levels. After having marked your event as a "Green Event," please read through this checklist and indicate any actions that you have taken. The corresponding points will appear next to your check marks and your total points will be recorded at the bottom. If you have any additions to the rows in the "Other" section, please write a description and your additions will be reviewed.

REQUIRED	POINTS AVAILABLE	CHECK IF ACTION TAKEN	POINTS AWARDED
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Use food packaging containers made with recycled or compostable content.	1	<input type="checkbox"/>	
Offer condiments in refillable containers instead of individual packets.	1	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Do not distribute/sell bottled water (except during extreme heat event days).	1	<input type="checkbox"/>	
Use locally sourced (within 200 miles) produce or meats.	1	<input type="checkbox"/>	
Provide fair trade and/or organic coffee and tea.	1	<input type="checkbox"/>	
Allow participants to take leftover food or beverages home.	1	<input type="checkbox"/>	
Donate non-perishable food items to food banks.	2	<input type="checkbox"/>	
PRINTED MATERIAL AND SIGNAGE	AVAILABLE	CHECK	AWARDED
Use paper with at least 30% post consumer recycled content for any printed materials.	1	<input type="checkbox"/>	
OR Use paper with at least 70% post consumer recycled content for any printed materials.	2	<input type="checkbox"/>	
Use double-sided copying, soy based inks or chlorine free paper for all printed materials.	1	<input type="checkbox"/>	
Use name badges printed on recycled paper and/or recycled name badge holders.	1	<input type="checkbox"/>	
Do not distribute programs or agendas to participants.	1	<input type="checkbox"/>	
Recycle or reuse name tag holders, lanyards, wristbands, ID cards, etc.	1	<input type="checkbox"/>	
Utilize at least 2 non-print forms of media or communications (websites, social media, texting, email, etc.).	1	<input type="checkbox"/>	
Print all signage on recycled content or biodegradable materials.	1	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Do not distribute plastic bag or swag bags to event participants. Offer any coupons or promotions available online.	1	<input type="checkbox"/>	
Ensure that suppliers/service providers will recycle all of their applicable materials.	1	<input type="checkbox"/>	
Compost waste from your event.	2	<input type="checkbox"/>	
Accurately measure attendance for the event and provide the numbers to the Chicago Park District.	1	<input type="checkbox"/>	

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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	<input type="checkbox"/>	
Provide bike lock facilities (beyond existing Chicago Park District bike locks) and/or a bike valet.		1	<input type="checkbox"/>	
During the event, use shuttle buses, golf carts, electric vehicles, bikes or other environmentally friendly transit to transport participants.		1	<input type="checkbox"/>	
Employ local vendors to supply the majority of goods, materials and equipment used at the event.		1	<input type="checkbox"/>	
ENERGY		POINTS	CHECK	AWARDED
Use energy efficient (i.e., LED) lighting at the event.		1	<input type="checkbox"/>	
Offset energy use during the event by purchasing or fundraising towards renewable energy credits.		1	<input type="checkbox"/>	
Use biodiesel for generators or other equipment.		1	<input type="checkbox"/>	
Purchase or rent solar power systems/panels in order to supply power to the event.		2	<input type="checkbox"/>	
Offset the carbon emissions from the event.		1	<input type="checkbox"/>	
OTHER		POINTS	CHECK	AWARDED
Donate a tree to be planted in a Chicago Park District park. See Green Deed Tree Dedication Program at <a href="http://www.chicagoparkdistrict.com">www.chicagoparkdistrict.com</a> .		1	<input type="checkbox"/>	
Educate event participants about the event's green features.		1	<input type="checkbox"/>	
Educate event participants about going green in their home or business.		1	<input type="checkbox"/>	
Employ suppliers and/or service providers who implement environmentally conscious strategies and coordinate with them.		1	<input type="checkbox"/>	
For event t-shirts or clothing use recycled material or organic cotton.		1	<input type="checkbox"/>	
Other:		1	<input type="checkbox"/>	
Other:		1	<input type="checkbox"/>	
Other:		1	<input type="checkbox"/>	
Other:		1	<input type="checkbox"/>	
<b>TOTAL POINTS (20 necessary for Green Certification)</b>		Please input Total Points Awarded		<b>0</b>
NAME OF APPLICANT/EVENT ORGANIZER/PRODUCER				
EVENT NAME				
EVENT DATE	PARK/SPECIFIC LOCATION	EVENT TYPE SELECT LEVEL ATHLETIC T	PERMIT NUMBER	