

ZGreen Event Checklist



The City of Aspen requires all events on City property, or events requiring a Special Event permit, to meet the ZGreen criteria.

Please complete this checklist and submit to zgreen@aspen.gov

Event Name:	
Event Date:	
ZGreen Contact: (could be different than event contact)	
Contact Phone #	
Contact E-Mail	

Food Waste Planning

Does this event provide food for more than 200 people? Yes No

If **YES**, the following is required:

- All products used to serve or package food **MUST** be labeled as “certified compostable” or “BPI Compostable”. See the *Vendor’s Guide to Acceptable Food Service-Ware* for purchasing options.
- Food waste and compostable products must be collected separately from the trash & recycling.
- **Products labeled: “made from plants”, “eco-friendly”, “biodegradable” are not compostable.** Items must be labeled as certified compostable.



Please provide the name of food vendors participating at the event. Food vendors must use certified compostable materials:

Waste Diversion Training **(Must choose one option)**

Please select the waste training option your event will pursue:

- The event manager, and all participating event staff/volunteers, attend a 30-minute training to learn Aspen’s specific recycling and composting rules.
- The event hire’s a zero-waste events coordinator to manage the individual trash, recycling, and compost receptacles, removing contamination and educating patrons on proper waste disposal.

- EverGreen ZeroWaste: <https://evergreenzerowaste.com/services/green-events/>
- Mountain Waste Sustainable Events: <https://mountainwaste.com/event-service/consulting-management/>

Training must occur prior to the event. Please provide a date and time for the training or name of zero-waste events manger:

Date _____ Time _____

OR, Zero-Waste Events Coordinator: _____

How will the waste stations be supervised to eliminate contamination in the recycling and compost?

- Bin Tender* - waste station attendant at each station assisting attendees with waste disposal
- Top Sorting* - waste station supervisors roam the event and manually sorts contamination out of the receptacles.
- The event hire's a zero-waste manger to oversee trash, recycling, compost and decides the best method for proper diversion.
- Other (Please describe)

Waste Stations

- Option 1: No Food Provided – Please contact Zgreen@aspen.gov
- Option 2: Food Provided - Compost, Recycling, and Trash. **Trash receptacles MUST be presented with the compost and recycling.**

Trash receptacles are not always available. Please plan to provide your own.

How many waste stations will you need (based on expected attendance each day)?

- 2 stations (1-100 people)
- 3-4 stations (101-300 people)
- 5-8 stations (301-700 people)
- 9-12 stations (701-1000 people)
- 13+ (1000+ people)



- Events with 5 or more stations must attach a map that indicates where the waste stations and dumpsters will be located within and around the venue.

- Compost collection toppers or dumpsters must be bear proof if left out overnight. If not, compost collections must be stored indoors until they can be taken to Pitkin County's compost facility.

Trash, Recycling, Compost Disposal

How will waste be transported to Pitkin County Landfill for proper disposal, recycling, and composting? *This could be a commercial company, a volunteer, or someone with the organization.*
***the number of trash, recycling, and compost bags generated at the event must be counted.**

Name, phone, email of primary contact of the person or business transporting the waste, recycling, or compost (check all that apply)

Waste Recycling Compost

Hauler Name	
Hauler Contact	
Contact E-Mail	
Contact Phone	

Name, phone, email of primary contact of the person or business transporting the waste, recycling, or compost (check all that apply)

Waste Recycling Compost Same as Above

Hauler Name	
Hauler Contact	
Contact E-Mail	
Contact Phone	

Waste Reporting

- Waste generated from the event must be reported no later than one month after the event.
- Report: <https://www.cityofaspen.com/DocumentCenter/View/2981/ZGreen-Event-Waste-Tracking-Sheet?bidId=>

Email reports to ZGreen@aspen.gov

Event Give Away's

- Event planners, vendors, sponsors, artists, or any other attending party is **not permitted to give away items for free that are not reusable, recyclable, or edible**. This includes items packaged in single-use bags or promotional items. This does not apply to items for sale.

List the name of the event planner, vendor, sponsor, artist and items they intend to give away:

Check if N/A

Idling a vehicle for more than 5 minutes in Aspen is illegal. Vehicles must be turned off during loading and unloading. (City Ordinance section 13.08.110).