Wheat Ridge Sustainable Neighborhoods Program

Special Event Planning Guide

Special events are neighborhood or community-wide activities that enhance sustainability through resident action. Examples include food drives, recycling days and neighborhood cleanups.

The following information needs to be completed and emailed to the Website Manager at least 30 days before the event takes place. Please include any pictures relevant to the event in the email.

Event Name:

Please select the goal area(s) covered in this special event. Select all that apply.

Air

Energy

Land

Water

People

Date & Time:

Location:

Event Details – please describe the event.

Community Benefit – Please describe the community benefit or resident action that should result from the proposed event.

What outreach strategies will you use?

Is the event zero waste?   Yes   No

A zero waste event is one at which you divert at least 90% of all waste to recycling or compost instead of to the landfill. If this event is not expected to generate any waste at all, please select No. By choosing Yes, you are agreeing to collect, weigh and properly dispose of trash, recycling and compost.

Assistance Required – Please describe any assistance you would like from the City. Think through supplies like:

- Printed materials (fliers, sandwich board signs)
- Event supplies (EZ up, folding table, chairs, sandwich boards)
- Food and drinks for volunteers and/or attendees
- Other items that would need to be purchased

For items that need to be purchased, please link the URL or detail where the item can be purchased locally in the section below. If there isn't enough space, send an itemized list to sustainability@ci.wheatridge.co.us no later than 30 days prior to the event.

List the name, email and address of the person who will be collecting supplies for the event. City staff will coordinate drop off/pick up times with this person directly.

Who is the primary contact at this event? Please list their name, phone number and email address.

Other Notes/Comments: