



## Wheat Ridge Sustainable Neighborhoods Program

### Workshop Planning Guide

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A workshop is an educational meeting that provides information and resources that help increase awareness and understanding of the workshop topic. Workshops should utilize expert speakers, local organizations and other relevant resources to help attendees turn resident awareness into action.

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

#### **Workshop Name:**

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

Air

Energy

Land

Water

People

#### **Date & Time:**

#### **Location:**

**Workshop Topic** – Please describe the specific topic(s) that will be covered in this workshop.

**Workshop Details** – Please list any speakers, special guests, community organizations or other resources, and if this workshop relates to a larger neighborhood effort (i.e. implementation goal).



**What outreach strategies will you use?**

**Is the workshop 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](mailto:sustainability@ci.wheatridge.co.us) no later than 30 days prior to the workshop.

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



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

**Other Notes/Comments:**