

GOOD AND GREEN EVENTS POLICY



Last Issued/Revised:

Previous Issuances: None

I. Purpose

The City of Sunrise (City) hosts events throughout the year that attract and delight residents and visitors of all ages. The purpose of this Good and Green Events Policy is to set a **Good and Green Standard** for City-hosted/City-funded special events and festivals. This Policy supports implementation of the Sunrise Sustainability Action Plan (Sunrise SAP) passed on April 23, 2019 (via Resolution No. 19-63). The Sunrise SAP includes goals for reducing the City's greenhouse gas emissions (**RM3**), protecting water and air resources (**S1**), and creating a sustainability ethic throughout the City (**S4**). In addition, this Policy emphasizes consumption reduction as a means to reduce the City's overall waste footprint, while also highlighting the importance of recycling (**S5**) when waste prevention is not feasible.

The Good and Green Events Policy is intended to:

- Reduce plastic waste generated at City of Sunrise special events and festivals;
- Reduce the City's environmental impact on the local environment from special events and festivals;
- Reduce the City's greenhouse gas emissions from special events and festivals;
- Educate residents and event attendees on the City's green initiatives; and
- Foster environmental stewardship across City departments.

II. DEFINITIONS

"Biodegradable" shall mean manufactured products made entirely from natural materials, like uncoated paper or plant fibers, that will undergo a natural process of deterioration.

"Carbon-neutral" is defined as a net zero carbon footprint, referring to having produced net zero emissions or having purchased carbon offsets equal to the amount of carbon emitted by the event.

"City-hosted/City-funded events" are any special event or festival organized, planned and funded by the City, held on City property, even if sponsorships are utilized to fund the special event or festival. City-hosted/City-funded events do not include the rental of City

facilities for events (e.g., weddings held at the Civic Center or family reunions in a park). In addition, the use of City facilities for events through partnered agreements, which are events managed through a written agreement with a non-City entity (e.g., swim meets and baseball tournaments), are not considered City-hosted/City-funded and do not need to follow this Policy; however, they will be encouraged to follow the Policy.

“Compostable” shall mean manufactured products made from paper, wood, or vegetable-derived plastics.

“Excessive Visible Smoke” shall mean excessive, visible smoke being discharged from a generator that is determined by City staff (City Manager, Police Chief, Fire Chief, Leisure Services Director, Sustainability Officer, or designee) to pose a health concern and/or an air quality issue.

“Expanded polystyrene” commonly known as Styrofoam™, is a synthetic polymer made from the styrene monomer. Polystyrene products are disposable food service items including protective packaging, containers, cups and lids.

“Local food” shall mean food produced within a 200-mile radius of Sunrise.

“Plastic bags” are a bag provided to a customer, typically at the point of sale or distribution, for the purpose of transporting food service related items, and is made predominantly of nonwoven, flexible plastic that is less than 10 mils thick.

“Plastic straws” are a tube made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn, for transferring a beverage from its container to the mouth of the drinker. Plastic straws do not include straws that are made from non-plastic materials, such as paper, sugar cane, bamboo, etc.

“Recyclable” shall mean materials able to be recycled in the City of Sunrise recycling program (e.g., aluminum cans, plastic bottles, clean and dry paper, cardboard, chip board, and/or aseptic containers).

“Single-use plastics” shall mean food service related products that are designed to be used only once in the same form and then disposed of or destroyed. For purposes of this Policy, single-use plastics are polystyrene, plastics straws, plastic utensils, cups, and plates, and plastic bags as defined herein.

“Vegan” shall mean food items which do not contain animal products such as meat, eggs, and dairy.

“Vendor” shall mean an actual or potential supplier of an item or service.

“Water bottle refill stations” are water coolers, drink dispensers, water fountains or other means to provide free water to event attendees via refillable or reusable water bottles.

III. GENERAL PROVISIONS

The Good and Green Events Policy consists of three “levels” of sustainability, ranging from (in order from least to most sustainable): **Good and Green Standard**, **Good and Green Steward**, and **Good and Green Hero**. All City-hosted/City-funded events must meet, at a minimum, the **Good and Green Standard** level. The **Good and Green Steward** and **Good and Green Hero** levels are strongly encouraged but are not required. However, the Sunrise Earth Day Festival must meet the **Good and Green Hero** level. All City-hosted/City-funded events shall display signage promoting general sustainability of the event. A Good and Green Event Checklist has been drafted that will be made available on the Sunrise intranet and will continually be updated for staff/event planners to use as a resource (see Exhibit A).

IV. PROCEDURES

A. Good and Green Standard

1. Encourage the use of reusable bags rather than single-use plastic bags;
2. Encourage the use of alternatives to expanded polystyrene (commonly known as Styrofoam™);
3. No balloons shall be used as decoration or distributed by City or vendors (this includes all latex and Mylar balloons);
4. No distribution of plastic straws, alternatives to plastic straws such as paper straws may be available upon request. Notwithstanding the foregoing, and in recognition of the needs of persons with disabilities or medical conditions, plastic straws will be provided upon request;
5. Encourage minimizing the use of single-use plastics (e.g., cups, plates, utensils, etc.);
6. Vendors shall operate generators that either do not emit excessive visible smoke, or operate with alternative fuel (e.g., propane, compressed natural gas, solar);
7. Provide an equal number of recycling bins (with clear bags or no bags) and trash bins, evenly distributed throughout the event and located beside one another (recycling bins must include messaging of what materials are accepted); and
8. Signage promoting sustainable event initiatives.

B. Good and Green Steward (in addition to Good and Green Standard)

9. Provide sufficient (volunteer) supervision of waste/ recycling stations to educate attendees and avoid contamination of recycling;
10. Encourage the use of reusable tablecloths to limit use of plastic tablecloths where possible; and
11. Provide ample and secure bike parking.

C. Good and Green Hero (in addition to Good and Green Steward, required for Sunrise Earth Day festival)

12. Provide water refill stations and encourage the use of reusable water bottles;
13. Include at least one vegan/local food option with catering and vendors;
14. Donate any surplus, unused packaged food from catering events to the City's food bank if applicable; and
15. Calculate and purchase offsets for the event's carbon footprint, making the event "carbon-neutral."

V. RESPONSIBILITIES

All City-hosted/City-funded events must attain the **Good and Green Standard**, at a minimum. This Policy is intended for departments and divisions which plan, host, and procure materials for special events and festivals including but not limited to: Leisure Services, Police, Fire, Human Resources, Utilities, Community Development, and Purchasing.

City Manager and Department Directors are responsible to ensure that the minimum green event standards are met in the planning process of any given event and also executed appropriately at the event itself.

A. Fiscal Impact

This Policy is not expected to produce a large fiscal impact to the City (see Exhibit B, Cost Comparisons); however, the Sustainability Officer will evaluate the annual impacts of the Policy. Departments will assess the fiscal impact for their respective events.

B. Exemptions

1. Pre-packaged foods distributed by food service providers that have been filled and sealed prior to receipt by the food service provider.
2. Expanded polystyrene products used for the storage of raw meat, pork, poultry, fish, and seafood products by a food service provider.
3. In recognition that some persons may have disabilities or medical conditions, plastic straws will be provided upon request.
4. Any City contract, lease, or concession agreement entered into prior to the effective date of this Policy shall not be subject to the requirements of this Policy, unless the City vendor/contractor voluntarily agrees thereto.
5. This Policy does not apply to the packaging of products, auxiliary containers or wrappings.
6. This Policy does not apply during a state of emergency.

C. Education

An educational campaign will accompany the implementation of this Policy. All City staff members will receive a memo explaining the Policy. Training and assistance provided by the Sustainability Officer will be available for interested parties. Furthermore, City vendors will be made aware of the Policy when they enter a contract with the City. A Good and Green Event Checklist has been developed to assist staff and event coordinators with the transition (see Exhibit A).

EXHIBIT A

Good and Green Event Checklist

Good and Green Standard (minimum requirement for all City-hosted/City-funded special events and festivals)

- ☐ Encourage the use of reusable bags rather than single-use plastic bags;
 - Paper bags are widely provided by vendors such as but not limited to [Uline](#), [Webstaurant](#), [Store Supply Warehouse](#) and with custom imprints from [Crestline](#). Reusable bags are another option, although more expensive.
 - Attendees should be encouraged and reminded to bring their own reusable bags through event website, event marketing and social media.

- ☐ Encourage the use of alternatives to expanded polystyrene (commonly known as Styrofoam™);
 - Alternatives such as paper, bagasse (100% compostable sugarcane fiber), and compostable options are available through vendors such as but not limited to [Amazon](#), [Sam's Club](#), [Uline](#), [Webstaurant](#), [Store Supply Warehouse](#)

- ☐ No balloons shall be used as decoration or distributed City or by vendors (this includes all latex and Mylar balloons);
 - Alternatives for balloons could include flower seedlings; reusable flags, banners, and dancing inflatables; ribbon dancers; kites and garden spinners; fabric streamers; pinwheels; tissue paper pompoms; drumming; bubbles; colored lights. For help with ideas, contact the Sustainability Officer.
 - Learn why this is important: [Why You Should Find Ocean-Friendly Alternatives to Balloons](#).

- ☐ No distribution of single-use plastic straws, alternatives such as paper straws may be available upon request;
 - Offering straws by request only can cut the costs of purchasing straws.
 - Alternatives to plastic straws may include paper, bamboo, stainless steel, straw (hay/wheat), edible straws, silicone. For more ideas and a list of vendor links visit [The Last Plastic Straw website](#).
 - Paper straws are widely available, ensure straws are packaged in paper as well. Paper straw alternatives are also available in larger sizes for smoothie/Boba beverages.

- Notwithstanding the foregoing, and in recognition of the needs of persons with disabilities or medical conditions, plastic straws will be provided upon request.
- Encourage minimizing the use of single-use plastics (e.g., cups, plates, utensils, etc.);
 - Encourage reusable utensils and food service items to be used, collected, and washed for reuse after the event; drinks to be left in cans or bottles instead of poured into cups; use filtered or [boxed water](#) instead of bottled water; serve condiments in bulk rather than single servings; and use napkins instead of disposable plates for “finger foods.”
- Vendors shall operate generators that either do not emit excessive visible smoke, or operate with alternative fuel (e.g., propane, compressed natural gas, or solar);
 - Vendors are responsible to maintain their equipment. Excessive visible smoke from a generator means the fuel is not burning properly which could be a sign of lack of heat, clogged filter, worn engine, or other mechanical issue.
 - Excessive visible smoke creates a health and air quality hazard.
- Provide an equal number of recycling bins (with clear bags or no bags) and trash bins, evenly distributed throughout the event and located beside one another (recycling bins must include messaging of what materials are accepted); and
 - Arrange for recycling collection through Public Service.
 - Leisure Services, depending on availability, may also have ClearStream event bins that can be requested and/or borrowed for events.
- Signage denoting sustainable event;
 - Please request signage at least two weeks in advance by filling out a Sustainability Request Form.

Good and Green Steward (in addition to Good and Green Standard)

- Provide sufficient (volunteer) supervision of waste/ recycling stations to educate attendees and avoid contamination of recycling;
 - Good and Green Ambassadors are a volunteer group that can provide education to your event attendees and ensure recycling bins are not contaminated with trash. Contact the Sustainability Officer to organize a Green Team for your event based on volunteer availability with at least six weeks advance notice.

- ☐ Encourage the use of reusable tablecloths to limit use of plastic tablecloths where possible; and
 - The Sustainability Officer has a limited supply of vinyl and cloth table covers available. Please request supplies at least two weeks in advance by filling out a Sustainability Request Form.
- ☐ Provide ample and secure bike parking.
 - Many City facilities have sufficient bike parking available for smaller events. For larger events bike racks could be added to the event area.

Good and Green Hero (in addition to Good and Green Steward, required for Sunrise Earth Day Festival)

- ☐ Provide water bottle refill stations and encourage the use of reusable water bottles;
- ☐ Include at least one vegan/ local food option with catering and vendors;
- ☐ Donate any surplus, unused packaged food from catering events to the City's food bank; and
- ☐ Calculate and purchase offsets for the event's carbon footprint, making the event "carbon-neutral."
 - Contact the Sustainability Officer to get help calculating the carbon offsets needed for your event.

EXHIBIT B

Cost Comparisons

Cost comparisons were made to help define the fiscal impacts of the Good and Green Events Policy. Development of educational campaigns and constant outreach to event staff and attendees will be essential to the sustainability to this Policy. The following cost comparison tables are based on an event with 1,000 attendees. Prices displayed for each product type are based off of findings from [Uline](#), [Webstaurant](#) and [Amazon](#).

Bag Cost Analysis

While plastic bags prove to be less expensive upfront, reusable bags could result in lower event costs in the long run. By encouraging event goers to bring their own bags (e.g., reminders on event flyers, website and social media), Sunrise could avoid any financial impact on them directly and help to create a sustainable ethic. Furthermore, reusable bags may provide an opportunity to offset the cost by selling bags at events.

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Plastic	1/6 Size White "Thank You" plastic T-Shirt Bag-700/Case	\$9.88	\$0.01	\$14.11
Paper	Kraft Paper Shopping Bags- 8 x 4 ½ x 10 ¼ ", Cub- 250/Case	\$54.00	\$0.22	\$216.00
Reusable	Elkay Plastics Medium Black Non-Woven Reusable Shopping Bag- 100/case	\$62.40	\$0.62	\$624.00
Reusable (custom with logo)	Eco Promotional Products Recycled Foldaway bag with Imprint 19 in x 15 in DSHRE	N/A	\$2.15	\$2,150.00

Straw Cost Analysis

While plastic straws proved to be most cost effective, encouraging the exclusion of plastic straws (e.g., available upon request only) at events lowers costs by reducing the number of straws needed to be purchased.

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Plastic	Choice 7 ¾ " Jumbo Neon Unwrapped Soda Straw- 10000/Case	\$28.86	\$0.003	\$2.89
Paper	EcoChoice 7 ¾ " Assorted Stripe Jumbo Unwrapped paper Straw- 4800/ Case	\$75.90	\$.02	\$15.81

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Biodegradable	Eco-Friendly Biodegradable Jumbo 9 ½ " Pasta Straw- 600/ Case	\$22.40	\$.04	\$37.33
Compostable	Plastic-less 200PCS 100% Compostable Plant-Based Straws	\$9.99	\$0.05	\$50.00
Reusable	OKGD Wholesale et of 20 Stainless Steel straws Long 8.5 Inch Drinking	\$9.99	\$0.49	\$499.50

Cold Cup Cost Analysis

Cost analyses for cold beverage cups prove to be in economic alignment with the mandated banning of polystyrene. Analyses show that Polystyrene cups are more expensive compared to paper cups, so by making the switch to paper products, events would not only be more sustainable, but more cost-effective. Switching to paper cups also reduces the amount of single-use plastics at events.

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Polystyrene	Dart 16J16 16oz. White Customizable Foam Cup- 1000/Case	\$44.29	\$0.04	\$44.29
Plastic	Choice 16 oz. clear PET Plastic Cold Cup- 1000/Case	\$48.90	\$0.05	\$48.90
Paper	Choice 16 oz. Poly Paper Cold Cup- 1000/Case	\$43.02	\$0.04	\$43.02
Compostable	Fabri-Kal GC16S Greenware 16oz, Customizable	\$85.66	\$0.09	\$85.66
Recycled Material	Dart Solo RW16BB-JD110 Bare Eco-Forward 16oz. Wax treated Printed Paper	\$78.48	\$0.08	\$78.48

Hot Cup Cost Analysis

Cost analyses for hot beverage cups shows positive results similar to the cold beverage cup analysis.

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Polystyrene	Dart 16X16G Café G Foam Hot/Cold Cups, 16 oz, White w/ Brown & Green (Case of 1000)	\$61.06	\$0.06	\$61.06

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Paper	Choice 16oz. White Poly Paper Hot Cup-1000/Case	\$41.59	\$0.04	\$41.59
Biodegradable	EcoChoice 16 oz-White Poly Paper Hot Cup- 1000/Case	\$61.94	\$0.06	\$61.94
Recycled Material	Eco Products EP-BRHC16-EW Evolution World PCF 16 oz. Paper Hot Cup- 1000/case	\$99.29	\$0.09	\$99.29

Utensil Cost Analysis

Plastic utensils prove to be the most economical option for events. While the use of plastic products creates an environmental concern, the City can strive to reduce the amount of total utensils used at Good and Green Standard events, which in turn will also be financially beneficial. Advertisements, signage, and directions can encourage event goers to only utilize plastic utensils when absolutely necessary, and to hold on to plastics throughout events to assure they are used more than once in order to reduce waste. The below table demonstrates the cost analysis for forks which are one of the most commonly used utensils. For Good and Green Hero events, the City can select vendors that are willing to utilize eco-alternative products (e.g., paper, bagasse, metal, bamboo). Vendors will be encouraged to tailor their menus to include foods that don't require utensils.

Product Type	Product Description	Price (per case)	Cost/ Attendee	Cost/ Event
Plastic	Choice Medium Weight White Plastic Fork-1000/Case	\$4.97	\$0.005	\$4.97
Cornstarch	6" Medium Weight Cornstarch fork- 1000/Case	\$17.43	\$0.02	\$17.43
Biodegradable	EcoChoice Heavy Weight Compostable 6 ½ " White CPLA Plastic Fork	\$42.80	\$0.04	\$42.80