



Take these basic steps to reduce the environmental impact of your park event.  
Fill out this worksheet to track your progress.

## waste

- PROVIDE RECYCLING**
  - Provide clearly marked bins for collecting recyclables (separate bins for bottles/cans and paper).
  - Make arrangements for removing recyclables after the event.
  - Visit the Department of Sanitation's Recycling website for more info and/or contact the Office of Recycling Outreach and Education (OROE) for guidance.
  - Communicate with vendors before the event to determine what kind of recycling to offer.
- PROVIDE RECYCLING MONITORS**
  - Recruit volunteers to monitor recycling bins to ensure that participants properly dispose of waste and recyclables.
  - Designate one recycling coordinator and have others assist by monitoring specific zones.
- PROMOTE A CLEAR ANTI-LITTER MESSAGE**
  - Help promote litter awareness and prevention at your event.
  - Have your emcee make frequent announcements, and find other creative ways to spread the word. Set a good example by keeping your event area clean.

## energy & transportation

- USE LOW EMISSION OR BIOFUEL GENERATORS**
  - Use generators that run on biodiesel or other sources of renewable energy. Many vendors/rental companies offer "greener" options and some even offer up to 99% biodiesel generators.
- CONSERVE ENERGY**
  - Find creative ways to reduce or eliminate the need for electricity. Use fewer pieces of equipment (i.e. sound, lighting, multimedia, etc.), energy-efficient options and pack smart to reduce vehicle trips.
- PROMOTE PUBLIC TRANSPORTATION**
  - Include public transportation directions in all marketing and promotional materials. Visit the NYC Parks Map website and the MTA Trip-Planning website for public transit directions.
- ENCOURAGE BICYCLING TO YOUR EVENT**
  - Visit the NYC Department of Transportation's Bicycle Program website for bike maps and additional resources. Provide a link to the NYC DOT's Bike Route Program in marketing materials.
  - Consider providing a secured bike-parking zone that is accessible and staffed to protect against theft.
- USE HYBRID, ELECTRIC, OR NATURAL GAS VEHICLES / MACHINERY**
  - Try to avoid using vehicles, but if vehicle use is necessary, use cars or trucks that are hybrid or electric or use compressed natural gas (CNG), biodiesel, or ethanol fuel. Most vehicle rental companies offer alternative fuel and low-emissions options.
- KEEP VEHICLES OUT OF THE PARK & AVOID ENGINE IDLING**
  - Avoid entering the park with motorized vehicles. They wear heavily on parkland and can damage our city's public recreation areas. Park nearby and use a handcart to bring in materials.
  - Always turn your engine off when parked. It's the law!
  - Have a volunteer/staff person monitor the load-in and load-out to ensure that all vehicles are complying.

## food & packaging

- OFFER HEALTHY / LOCAL / SUSTAINABLE FOOD OPTIONS**
    - Select food vendors that use locally-sourced products and employ environmentally-friendly methods. Visit the NYC Department of Health’s Nutrition website for healthy food ideas and guidelines. Consider working with Greenmarket Farmers Markets or Wholesale Greenmarkets. Visit the Institute for Agriculture and Trade Policy’s (IATP) Eat Well Guide to find listings of local farms and food producers.
  - DONATE LEFTOVER FOOD AND SUPPLIES**
    - Donate any leftover food and supplies. For ideas visit the Department of Sanitation’s WasteLe\$\$ “New Homes for Old Stuff” – the Food Donations page or the NYC Service donation page.
  - COMPOST FOOD SCRAPS**
    - Provide clearly marked bins for composting food scraps. Make arrangements for removal after the event. Visit the NYC Compost Project website for information.
  - PROVIDE ALTERNATIVES TO BOTTLED WATER**
    - Provide a water filling station that provides easy access to NYC tap water.
    - Consider using the Department of Environmental Protection’s “NYC Water on the Go” stations.
    - Use the Citywide Mapping Application to locate the water fountains near your event.
  - REDUCE WASTE FROM PACKAGING MATERIALS**
    - Use bulk dispensers whenever possible, and avoid single-serving samples to reduce waste.
    - Consider eco-friendly giveaways such as reusable tote bags or water bottles (BPA free).
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## publicity & signage

- MAKE REUSABLE SIGNAGE**
    - If hosting an annual or regular event, make reusable vinyl banners or large posters from recycled materials, and don’t print the date of the event.
  - LIMIT PRINTED PROMOTIONAL / MARKETING MATERIALS**
    - Eliminate or strongly limit the use of printed promotional, outreach, and marketing materials by using email, social media, blogs, websites, and other alternative modes.
  - USE RECYCLED PAPER**
    - If printed materials are necessary, use a minimum of 30% post-consumer recycled paper. Many printing companies offer sustainable paper options and eco-friendly ink.
  - PUBLICIZE THE ENVIRONMENTAL MEASURES TAKEN AT YOUR EVENT**
    - Publicize what you’ve done to reduce the environmental impact of your event. Show your accomplishments on your website or through email. Collect data that measures the impact of your initiatives.
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## activity

- PROVIDE PHYSICAL ACTIVITY**
  - Provide structured physical activities for kids such as races, sports games and scavenger hunts that encourage exercise and make fitness fun. Sustainability applies not only to the environment, but also to individual health. Consider getting ideas from the BeFitNYC website.
- PROVIDE ENVIRONMENTAL EDUCATION**
  - Use your event as a platform to cultivate broader environmental awareness by offering information booths and/or educational activities.
  - Work with local community groups or get ideas from the Urban Park Rangers or MillionTreesNYC.

**QUESTIONS OR COMMENTS** | email [green@parks.nyc.gov](mailto:green@parks.nyc.gov)