

Step 1- Outline Your Event Plan

Any event can be successful and sustainable. Here are some ideas to help you get started. Even if you only implement a few, you will make a difference! All it takes is vision and commitment. A sustainable event conserves and restores resources, honors and supports those involved, adds value to the local economy, and educates participants about the benefits of sustainability.

Develop a one page summary of your event which describes venue, type of activity, number of people expected, date, street closures needed, sponsors and other details of event. You can send this one page summary to the groups you'll be contacting to give them an overview of your event. You may need to obtain permits from county and city agencies well in advance of your event.

Get Started

Set event goals, discuss criteria, outcomes, and means of measuring them. Meet at sites that are transit-accessible, walkable, or bikeable. Publicize your commitment to a sustainable event in your outreach materials and in your communications with sponsors, funders, and participants.

Step 2- Communicate with the Right Person

If your event is going to be held in a park in either Bellingham or Whatcom County, please contact the appropriate agency below. They often need at least a few months notice. There may be fees involved with using park facilities.

Bellingham Parks and Recreation Department

<http://www.cob.org/government/departments/parks/index.aspx>

3424 Meridian Street, Bellingham, WA 98225

Email: parks@cob.org

Phone: (360) 778-7000

Fax: (360) 778-7001

Whatcom County Parks and Recreation Department

<http://www.co.whatcom.wa.us/parks>

3373 Mount Baker Highway, Bellingham, WA 98226 USA

Phone: (360) 733-2900;

Email: parks@co.whatcom.wa.us

City Contacts

If your event will be conducted in any of the towns listed below, please contact them 1-2 months in advance.

Bellingham- City Hall, 210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8000

Fax: (360) 778-8001

Email: info@cob.org

Blaine- City Manager, City Hall, 344 H Street, Blaine, WA 98230

Phone: (360) 332-8311

Fax: (360) 332-8311

Everson- City Hall, 111 W Main Street Everson, WA 98247 (360) 966-3411

Ferndale- City Hall, P.O. Box 936, 2095 Main Street, Ferndale, WA 98248

Phone: (360) 384-4302

Fax: (360) 384-1163

Glacier- Glacier Chamber of Commerce 9973 Mt Baker Hwy, PO Box 5113, Glacier, WA 98244

Email: info@glacierchamber.org

Lynden-City of Lynden, 323 Front Street, Lynden, WA 98264

Phone: (360) 354-4270

Fax: (360) 354-5749

Maple Falls-Mt. Baker Foothills Chamber of Commerce, PO Box 866, Maple Falls, WA 98266
Phone: (360) 599-1518 Email: info@mtbakerchamber.org

Nooksack- Mt. Baker Foothills Chamber of Commerce, PO Box 866, Maple Falls, WA 98266
Phone: (360) 599-1518 Email: info@mtbakerchamber.org

Sumas- Mt. Baker Foothills Chamber of Commerce, PO Box 866, Maple Falls, WA 98266
Phone: (360) 599-1518 Email: info@mtbakerchamber.org

Need to close streets or obtain parking hoods for your event in Bellingham or in Whatcom County?

Bellingham Department of Public Works

Parking Services- 1300 Carolina Street, Bellingham, WA 98229

Phone: (360) 778-7780 Fax: (360) 778-7781 Email: parksmart@cob.org

Street Closures- Public Works Department, 210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-7900

Whatcom County Public Works Department

322 N. Commercial Street, Suite 210, Bellingham, Washington 98225

Phone: (360) 676-6692 Email: PublicWorks@co.whatcom.wa.us

If your event is going to take place on Puget Sound (Bellingham Bay) or on navigable waters to Puget Sound, contact the US Coast Guard to see if you need any permits.

Coast Guard

<http://homeport.uscg.mil/mycg/portal/ep/contentView.do?contentType=2&contentId=20542&programId=12590&pageType=16440>

U.S. Department of Homeland Security, United State Coast Guard

1519 Alaskan Way S., Seattle, WA 98134

Phone: (206) 217-6051 Fax: (425) 217-6900 Email: sectorseattlewwn@uscg.mil

If your event is going to take place on state roads, contact the WSDOT to see if you need any permits.

Washington State Department of Transportation

Patricia Hardway, Special Events, WSDOT Northwest Region CTCO

Location: Northwest Region, 15700 Dayton Ave. North, Shoreline, WA

Mailing: Northwest Region, PO Box 330310, Seattle, WA 98133-9710

Phone: (206) 440-4474 Fax: (206) 440-4804 Email: hardwap@wsdot.wa.gov

If your event is going to take place on DNR land, contact DNR to see if you need any permits.

Washington State Department of Natural Resources

Whatcom County DNR Lands – PDF

http://www.dnr.wa.gov/Publications/amp_fl_map_watcomco3.pdf

PO Box 47000, 1111 Washington Street SE, Olympia, WA 98504-7000

Phone (360) 902-1000

If your event is going to take place on Fish and Wildlife land, contact the agency below to see if you need any permits.

Washington State Fish and Wildlife Department

<http://www.wildliferecreation.org>

16018 Mill Creek Boulevard, Mill Creek, WA 98012

Phone: (425) 775-1311 Fax: (425) 338-1066

If you need to contact the ski area, contact their business office below.

Mt. Baker Ski Area-Business Office, 1019 Iowa St., Bellingham, WA 98229

Phone: 360-734-6771 Fax: 360-734-5332 Email: Snow@MtBaker.us

If you need to contact law enforcement, use the numbers below.

Police Contacts-Mark Stokes; Email: MStokes@COB.org

City of Bellingham Police Department, 505 Grand Avenue, Bellingham, WA 98225

Phone: (360) 778-8800 Fax: (360) 778-8701 Email: police@cob.org

Sheriff Contacts

Whatcom County Sheriff, 311 Grand Ave, Bellingham WA 98225

Phone: (360) 676-6650

If your event is going to take place on Port land, contact the agency below to see if you need any permits.

Port of Bellingham-Marie Duckworth, Community Relations Coordinator

1801 Roeder Ave., PO Box 1677, Bellingham, WA 98227

Phone: (360) 676-2500 Ext. 384 Fax: (360) 671-6411 Email: married@portofbellingham.com

Contact the two agencies below to assist you with your recycling efforts.

Recycling / Trash Disposal

Sanitary Services Company, 1001 Roeder Avenue, Bellingham, WA 98225

Area Covered: All of Whatcom County except northern area.

Correspondence - P.O. Box 1702, Bellingham, WA 98227

Phone: (360) 734-3490 / 398-2025 Fax: (360) 671-0239 Email: ssc@ssc-inc.com

Nooksack Valley Disposal & Recycling, 250 Birch Bay - Lynden Rd, Lynden, WA 98264

Area Covered: Northern Whatcom County

P.O. Box 267, Lynden, WA 98264

Phone: (360) 354 3400

Call WTA to ensure your event is accessible to mass transit.

Accessible Transportation

Whatcom Transportation Authority, 4111 Bakerview Spur, Bellingham, WA 98226

Phone: (360) 676-RIDE (7433)

Step 3- Make Sure Materials Meet Your Standards

Use email and your website when you can to publicize your event and save on paper. Use recycled paper when you can. Discuss your recycling/waste needs with the local vendor. Approximately 15% of waste is food which can be composted, and another 30% is paper that can be recycled. You can reduce your waste charges by taking advantage of recycling/composting. Make it a standard that all of your vendors use plates, cups, and utensils that can be recycled/composted. Have your recycle stations staffed by volunteers in shifts so that your recycling efforts do not wind up in the "garbage" because of cross contamination. Your volunteers can educate the public at the same time they are saving you money. Make sure your event can be accessed by mass transit in the area. Arrange a green fee for your participants to allow you to purchase carbon offsets. Aim for a zero waste event.

Step 4-Educate Participants and Evaluate Your Event

Publicize your recycling efforts to all the participants and ask them for assistance. Establish what your goals are for the event and keep accurate metrics that you can report out after the event. Ask your participants to evaluate your efforts in putting on a sustainable event. Post the results of your efforts on your website.