

Eastside Green Drinks Host Participation Guidelines

We welcome your participation in hosting an Eastside Green Drinks event and are excited to be working with you to promote green and sustainable businesses practices on the Eastside as well as creating a forum for like-minded professionals to connect and grow.

With the intention of role clarity and having the event run smoothly, we've outlined participation criteria for both the Green Drinks leadership committee and the event host so we're all on the same page.

Date:

Time:

Location:

Non-Profit Beneficiary:

Host responsibilities

Food and Refreshments:

1. Purchasing wine for the event.
2. Provide food/catering for the event.
3. Provide four (4) bags of ice for the beer.
4. Have one/two employees available to pour wine and beer (This is a great way to meet the people who are attending).
5. Provide well marked recycle/compost trash cans as well as land fill options.
6. **Obtain a banquet permit from a local Washington State Liquor Store – this should be requested at least one week in advance of the event.**

Communication Support:

1. Provide a "meet and greet" table at entrance to the space.
2. Be mindful to identify a centrally located or highlighted portion of your space in which you will be giving a short talk about your business. A representative of the designated beneficiary will also be presenting.
3. Have a table or counter top available for the non-profit to display information regarding their program.
4. Do what you can to promote the event in the weeks leading up to it. This would entail in-store promotion, invitations to your mailing lists, and promoting it on your website.

Eastside Green Drinks committee responsibilities

Food and Refreshment Support:

1. Eastside Greendrinks volunteers can occasionally help with procuring discounted wine and beer, though the cost for beverages is born by the host. We are also occasionally able to procure donations of beverages.
2. If so desired, we can make suggestions as to sustainable and/or organic catering and food purchase options.
3. We will provide basic necessities like name tags, sign-in sheets, pens, wine openers, water pitchers, and corn based drinking cups for those who don't bring their own mug.

Communication Support:

1. We will give you an estimated number of attendees.
2. We will promote the event by doing email blasts to our mailing list, posting it on our website, and doing individual promotion within the communities in which we work and live.
3. We will arrange the non-profit organization that will be featured at the event.

Planning Committee contacts:

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