



## HOST AGREEMENT

### About Green Drinks

Green Drinks is an international concept that brings people together to learn about local businesses and their sustainability efforts. Here in Central Oregon, we hold Green Drinks on the second Thursday of odd months, and the business partner (host) rotates each time. The projected 2020 dates are: January 9, March 12, May 14, July 9, September 10, and November 12. Events typically run from 5:00 – 7:00 p.m.

The objective of Green Drinks is to bring people and businesses together to discuss advancing a sustainable future for everyone in Central Oregon. This is a casual, networking-style event with a short presentation from both TEC and the host. If a more structured format would better showcase your efforts – a tour, for example – that works, too! Additionally, some hosts like to choose a theme or topic for the event.

### Who can host?

We seek to partner with a wide variety of local businesses to demonstrate the many ways in which sustainability can be made real and tangible across industries and geographies. We've held events at healthcare clinics, breweries and cafes, garden centers, retail stores, and construction sites, to name a few. There are many different ways that businesses contribute to a healthy, livable community. We're interested in sharing diverse ideas, experiences, and solutions so that others may learn from your unique story.

This event typically attracts 60-70 people. If your facility cannot accommodate the crowd, we encourage two businesses/organizations to co-host this event together! Most importantly, The Environmental Center is committed to building a more just and sustainable future in Central Oregon – and our partnerships and events must reflect this commitment. We ask that you only open your doors to our community if you're able to provide a welcoming, inclusive, and accessible place for everyone to gather. We're happy to have further conversation around this – just ask!

### Host Checklist

- Provide beverages - alcoholic and non-alcoholic option(s). We can supply tickets if you'd like to limit the number of drinks per guest.
- Provide light hors d'oeuvres or snacks.
- Green Drinks is a zero waste event! Please provide reusable plates, cups and utensils. We have ~100 tableware sets to loan out, if needed. We can also provide a special bin for food scraps and compostable items.



- If possible, please provide a check-in table for The Environmental Center staff to use.
- Prepare your (informal) presentation. Share how you've reduced your impact and ways in which you serve/give back to the local community.
- Spread the word. The event will be most successful if we promote it to both of our networks.
- Optional:* Some hosts like to raffle off a door prize at the end of the presentation, i.e. gift card or product. If you'd like to do this, just give us a heads-up!

This checklist is a guide. We can discuss any barriers and help you identify solutions.

About one month before your event, we'll reach out to discuss logistics and answer any questions. TEC will develop an event description for your review. It's helpful to us if you can provide some key bullet points, or direct us to a webpage, that shares more about your business, what makes you a good steward of our community and landscape, and accessibility information about your building (the venue). Once we're ready to go live, we'll set up a registration link and take the lead on marketing. We'll produce posters, create a Facebook event with you as a co-host, add it to local calendars, and promote via our e-newsletter, on social media, on the radio, and more.

### Event Timeline

- 4:30 pm – TEC staff will arrive and set up check-in table, assist with other set-up as needed.
- 5:00 pm - Guests arrive, snack, drink, and mingle. Everyone gets a reusable nametag.
- 6:00 pm - Welcome and introduction by The Environmental Center Staff.
- 6:05 pm – Business presentation by the host. This is your opportunity to talk about how your business contributes to a healthy, sustainable, resilient community.
- 6:15 pm - Draw names for door prize (optional).
- Until 7:00 pm – More mingling...
- 7:00 pm – TEC staff will pack up!

If you have questions or if you're interested in planning an event, please contact Lauren Williams to inquire about available dates: 541-385-6908 x 18 or [lauren@envirocenter.org](mailto:lauren@envirocenter.org).

All good?

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Business Name: \_\_\_\_\_

