



Green Event Feedback Form

Read all instructions carefully before completing this form.

What is the Purpose of this Form?

Share information about your Forest Service-sponsored green events! Green onsite, hybrid, and virtual events, such as meetings, conferences, and trainings, are planned and hosted in an environmentally-responsible way. This green event feedback will be used for agency reporting on events and to share lessons learned and successes on the [Greening Your Events Resources & Support page](#).

- This form serves as supporting documentation for Core Action Item #5 of Element 10 ("Sustainable Operations") of the Forest Service Climate Change Scorecard.
- The Office of Sustainability and Climate Change Green Events Team will analyze the feedback to help determine additional resources, tools, and assistance needed to further reduce the environmental impact of events.

General Instructions

1. **As you are planning your event**, please make use of the planning checklists and resources provided on the [Greening Your Events Resources & Support page](#).

2. **At the end of your event**, conduct a participant evaluation to obtain input from participants, hosts, and presenters, to collect the information marked with the dagger symbol (†) below.

For virtual and hybrid events: To collect the required information from attendees (how they attended, employment type, event rating, and miles avoided from virtual participation):

- a. Download the [Virtual and Hybrid Event Participant Evaluation Form](#); enter event name, location/likely location, and your email address in this form; and save it.
- b. Provide this form to your event participants at the end of your event. All attendees should be encouraged to fill out this form and submit it back to you.
- c. Download the [Virtual and Hybrid Event GHG and Travel Cost Estimator spreadsheet](#). Enter the information from the participant evaluation forms in the "Input 1" tab, and enter the event duration and type in the "Input 2" tab.
- d. The other tabs in this spreadsheet will provide the totals you need to enter in this Green Event Feedback Form.

For onsite events: You may use a free, Web-based platform (e.g., [SurveyMonkey](#) or [Google Docs](#)) to collect participant employment type and ask each participant to provide an overall rating for the event: excellent, fair, or poor. Calculate totals for the responses and enter them into this Green Event Feedback Form.

3. **After your event**, please complete and submit this Green Event Feedback Form.

Questions regarding this form should be directed to the Office of Sustainability and Climate Change Green Events Team at greenevents@ms.fs.fed.us.

Event Coordinator Contact

Name: Provide your full name as it is written in the Outlook Address Book.

E-mail: Provide your Forest Service e-mail address (e.g., smokeybear@fs.fed.us).

Phone: Provide your preferred work phone number (office or mobile).

Event Information

Event Name: Provide the full name of the event without acronyms or abbreviations.

Event Purpose: From the drop-down menu, select **Conference**, **Mission Operational Event**, or **Training**. For complete definitions of event purposes, please see Glossary of Terms in the [FSH 6509 33 Chapter 300](#). Although this FS Handbook is intended to apply to events that involve travel, for the purposes of the form, the definitions have been extended accordingly.

Event Format: Definitions of these event formats are as follows:

- Onsite: Participants are in-person at a single location
- Virtual: Participants join remotely through virtual technology
- Hybrid: Participants gather in one or more locations and/or participants join remotely

†Denotes information to be collected before or during the event. See Participant Evaluation Form for more information.

Event Information (cont'd)

Reporting Org Code: From the drop-down menu, select the four-digit organizational (org) code of the unit reporting on this event. This code will assist the Office of Sustainability and Climate Change's Element 10 Team in identifying which units have submitted the supporting documentation to warrant a "YES" on Element 10 v2.0 Core Action #5.

Event Overview: Provide a description of your event in 500 characters or less.

†**Number of Onsite Attendees:** Provide the numerical count of all persons who attended the event onsite.

†**Number of Virtual Attendees:** Provide the numerical count of all attendees who participated in the event virtually.

†**Number of FS employees**

†**Number of Non-FS paid by FS**

†**Number of Non-FS Federal attendees**

†**Number of Non-Federal attendees**

Emissions & Cost Savings (*Note: This section only applies to virtual and hybrid events.*)

†**Estimate of Emissions Avoided**

†**Estimate of travel cost savings**

Emissions avoided and travel cost savings from virtual and hybrid events will first need to be calculated using the [FS Virtual and Hybrid Event GHG and Travel Cost Estimator spreadsheet](#). After you download and save the spreadsheet to your computer, please review the instructions at the top of each Input tab. Enter the data from the Participant Evaluation forms in the "Input 1" tab. Enter the duration of the event and select event type in the "Input 2" tab.

The "Costs & Emissions" tab will provide the totals for you to enter in this Green Event Feedback Form.

Post-Event Feedback

Problems Encountered: From the list of six options, select all that apply. These include problems you may have encountered in the meeting planning or implementation stages.

†**Event Ratings from Participant Evaluations**

For virtual and hybrid events: Use the [Participant Evaluation Form](#) to collect this feedback from your participants. Enter their responses and other required information in the "Input 1" tab of the FS Virtual and Hybrid Event GHG and Travel Cost Estimator spreadsheet. The "Event Ratings" tab of this spreadsheet will provide you with the total for each response. Refer to the General Instructions on the previous page for more information.

For onsite events: You may use a free, Web-based platform (e.g., [SurveyMonkey](#) and [Google Docs](#)) to collect participant employment type and ask each participant to provide an overall rating for the event: excellent, fair, or poor. Calculate totals for the responses and enter them into this Green Event Feedback Form.

Other Problems Encountered: List and/or describe other problems encountered during the event. Limit response to 500 characters.

Lessons Learned: List and/or describe lessons learned from hosting the event. Limit response to 500 characters.

Sustainable Components of the Event

For each of the following categories, select whether or not the following sustainable practices were incorporated. Note that some of these categories relate only to onsite or only to virtual/hybrid meetings. If a particular category is not relevant to your event, select **Not Applicable**.

- Marketing
- Event Purchases (for onsite and hybrid events)
- Refreshments (for onsite and hybrid events)
- Attendance, Materials, and Participant Feedback
- Meeting Space (for onsite and hybrid events)
- Travel (for onsite and hybrid events)
- Technology Used for the Event (for virtual and hybrid events)



Green Event Feedback Form

* indicates required field
Hover over form fields for instructions.

Event Coordinator Contact

* Name * E-mail * Phone

Event Information

* Event Name * Event Purpose

* Event Format ☐ Virtual ☐ Onsite ☐ Hybrid * Reporting Org Code

(Complete the applicable sections on pages 2 and 3.)

* Event Overview

* Onsite Attendees * Virtual Attendees

* FS employees * Non-FS paid by FS * Non-FS Federal attendees * Non-Federal attendees

Emissions & Cost Savings *(Note: This section is required for virtual and hybrid events.)*

Estimate of emissions avoided Estimate of travel cost savings

Calculate emissions avoided and travel cost savings from virtual participation in the [Virtual and Hybrid Event GHG and Travel Cost Estimator](#). Refer to the **General Instructions** section for more information.

Post-Event Feedback

Problems Encountered (Select all that apply.) ☐ FS/USDA approval ☐ Attendee buy-in ☐ Budget
☐ Technical problems ☐ Leadership buy-in ☐ Lack of available technology

Event Ratings from Participant Evaluations (For virtual and hybrid events, use the [Participant Evaluation Form](#).)

* Poor <input type="text"/>	* Fair <input type="text"/>	* Excellent <input type="text"/>	Total Number of Responses <input type="text"/>
% <input type="text"/>	% <input type="text"/>	% <input type="text"/>	% <input type="text"/>

Other Problems Encountered

* Lessons Learned

Sustainable Components of the Event

Instructions: Select whether or not the following sustainable practices were incorporated.

Marketing	Yes	No	Not Sure	Not Applicable
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Online marketing strategies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Established a formal Environmental Statement/Policy for the event	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Comments about other sustainable marketing strategies (optional)

Event Purchases (for onsite and hybrid events)	Yes	No	Not Sure	Not Applicable
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Certified Biobased and BioPreferred products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Other eco-friendly products (e.g., compostable plates and can liners)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Energy Star-labeled products	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Reusable dishes/utensils	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Comments about other sustainable event purchases (optional)

Refreshments (for onsite and hybrid events)	Yes	No	Not Sure	Not Applicable
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Vegetarian options	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Catering that uses locally sourced ingredients	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Organically grown food/refreshments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Arrangements for donation of leftover food	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Potluck	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Comments related to sustainable refreshments (optional)

Attendance, Materials, and Participant Feedback	Yes	No	Not Sure	Not Applicable
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Participants joined from individual workstations (virtual & hybrid)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Sub-groups gathered in one or more location(s) (hybrid)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Electronic documents to reduce paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Double-sided printing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Vegetable-based inks used for printing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Recycled paper used for printing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Electronic evaluation mechanism used instead of paper evaluations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Comments about other sustainable practices related to attendance, materials, and participant feedback (optional)

Meeting Space (for onsite and hybrid events)	Yes	No	Not Sure	Not Applicable
Held in LEED or green-certified facility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of daylighting instead of overhead lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy-efficient lighting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compost bins	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recycling bins	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments related to sustainable features of the meeting space (optional)				
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Travel (for onsite and hybrid events)	Yes	No	Not Sure	Not Applicable
Eco-friendly accommodations recommended by event coordinator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Event held in close proximity to majority of attendees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group transportation (e.g., shuttle or van pool) used for event	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Event held in close proximity to public transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public transit used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments related to sustainable travel considerations (optional)				
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Technology Used for the Event (for virtual and hybrid events)	Yes	No	Not Sure	Not Applicable
Adobe Connect	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AT&T Connect Event Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft LiveMeeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Lync/Skype for Business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video TeleConference (VTC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teleconference lines (phone)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Webcam video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital note-taking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other technologies used <div></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Description of and comments about virtual technology use (optional)				
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Each year, each reporting unit must submit at least one Green Event Feedback Form and indicate the completion status of this Core Action Item via the [Leadership in Sustainable Operations \(LISO\) Self-Reporting portal](#) by selecting "Yes" or "No" within the list of LISO Core Action Items. To submit the form, click the "Submit by Email" button below. To save the completed form locally, select File, then Save As, name the file and select the Save button.