



Keep Columbus Beautiful

Event Registration Form

1265 Marion Rd, Columbus, OH 43207

Telephone: 614-645-2421

Fax: 614-645-7747

EMAIL TO: KEEPCOLUMBUSBEAUTIFUL@COLUMBUS.GOV

Organization/Individual Identification

ALL CONTACT INFORMATION MUST BE CHECKED FOR ACCURACY AND WILL BE POSTED ON THE KCB WEBSITE. PLEASE INCLUDE STARTING LOCATION FOR YOUR EVENT. COMPLETION AND SUBMISSION OF THIS FORM ELECTRONICALLY OR OTHER MEANS, CONSTITUTES PERMISSION TO POST ALL CONTACT INFORMATION ON THE KCB WEBSITE FOR THE GENERAL PURPOSE OF PROMOTING GREATER VOLUNTEER INVOLVEMENT.

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Daytime Phone #: _____

E-mail Address: _____

Alternate: _____ Daytime Phone #: _____

E-mail Address: _____

Please submit the attached Tool Supply List with your registration form.

After your event is completed, fill out and submit the following Event Activity Summary.

Activity Information

Date(s) of event(s): _____

Time(s): _____

IF EVENT TIMES
CHANGE, PLEASE
INFORM KCB
IMMEDIATELY

Rain date(s) (optional): _____

Time(s): _____

A RAIN DATE MAY CONFLICT WITH OTHER PLANNED EVENTS & RESOURCES NOT AVAILABLE

Estimated number of volunteers: Adults _____ Children _____

Event(s): *Litter Cleanup* *Graffiti Removal* *Beautification/Community garden* *Other*

Details of event (provide street boundaries for cleanups):

Does this area have alley collection of refuse? (circle one) Yes No

Are you using a private hauler for your cleanup? Yes No

If yes, which company? (include contact & phone) _____

If no, please give the exact location where bagged trash is to be collected:



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Event Tool & Supply List
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Keep Columbus Beautiful has the following supplies and tools available for litter cleanups and beautification projects. We also have Graffiti Paint out supplies. Please indicate the number of items you will need for your event, and submit this list with your Event Registration form.

CLEANUPS, BEAUTIFICATION, AND COMMUNITY GARDENS

Cleanup Date _____

<u>Supplies</u>	<u># Needed</u>	
Glad® Bags	_____	Please return unused bags
Brown Jersey Gloves <small>LIMITED SUPPLY</small>	_____	Please return gloves washed and dried

Note: All tools must be returned to Keep Columbus Beautiful following your clean up. For weekend events, tools & supplies must be scheduled for return the following Monday or Tuesday.

<u>Tools</u>	<u># Needed</u>	<u>Tools</u>	<u># Needed</u>
Brooms - Push	_____	Wheelbarrow	_____
Brooms - Corn	_____	Litter Grabber	_____
Shovel-Large Scoop	_____	Butt Kicker	_____
Shovel-Short Small Scoop	_____	Weeder	_____
Shovel-Long Small Scoop	_____	Garden Rakes	_____
Shovel-Long Med Scoop	_____	Leaf Rakes	_____
Shovel-Pointed Tip	_____	Safety Vests	_____
Edger	_____	Spade	_____
Hoe	_____		

GRAFFITI PAINT-OUTS (For loan to volunteer groups removing graffiti on private property during a scheduled event) signed hold harmless agreement required

	<u>A kit includes:</u> 2 Paint Pans 4 Paint Pan Liners 2 Paint Rollers Cages 4 Paint Roller Covers 2 Paint Brushes 2 Drop Cloths 1 Wire Brush with Scraper 1 Paint Chisel 2 Safety Goggles 4 Pair of Rubber Gloves
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Supply pickups and returns must be scheduled Monday – Friday by appointment.

Please **plan ahead and schedule with us** so we can have your order ready. Hours are 730-4PM

Indicate what is best for you (we will confirm everything)

Best time for supply pickup (circle one) M Tu W Th Fri : **8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM**

Best time for supply return (circle one) M Tu W Th Fri : **8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM**



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Please return via email or fax to KCB. Include 1 large group photo and individual action shots of your event! Photos may be emailed after your event in jpeg format, 5 megabyte or less preferred.



Please complete this form immediately after your event

Name of Organization: _____

Event Planner: _____

Address: _____

Daytime Phone No.: _____ E-mail Address: _____

Date of Event: _____

TYPE OF ACTIVITY:

Litter Cleanup _____ Number of Participants _____ Start Time _____ End Time _____

Graffiti Abatement _____ Number of Participants _____ Start Time _____ End Time _____

Beautification _____ Number of Participants _____ Start Time _____ End Time _____

Other Green Event _____ Number of Participants _____ Start Time _____ End Time _____

PLEASE FILL IN PERTINENT INFORMATION FOR YOUR EVENT:

Approximate number of garbage bags filled: _____

Number of bags of recycled items filled: _____

Miles of streets/roads/highways cleaned: _____

Miles of hiking/biking/nature trails cleaned: _____

Acres of parks/public lands cleaned: _____

Number of trees planted: _____

Number of cell phones collected to be recycled: _____

Number of graffiti sites abated: _____

Number of tires collected to be recycled: _____

Sq feet of graffiti tag:

Brief description of event/unusual things collected:

**Activity Summary forms should be returned as soon as possible to
Keep Columbus Beautiful.**