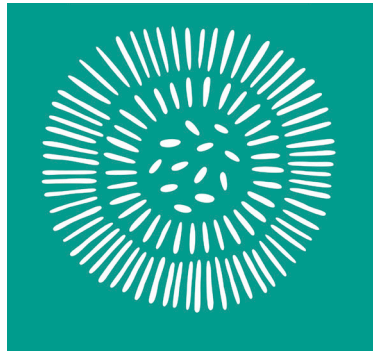
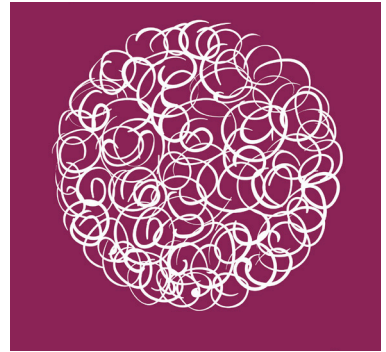
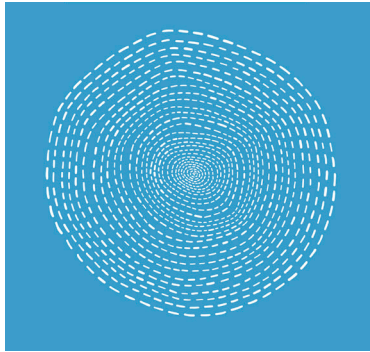
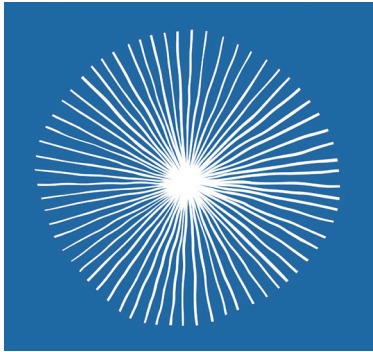




Inclusive & Healthy Events

BUILDING FOR BELONGING



SITKA, ALASKA

MAY 2021

“Historically, pandemics have forced humans to break with the past and imagine their world anew. This one is no different. It is a portal, a gateway between one world and the next.”

– Arundhati Roy





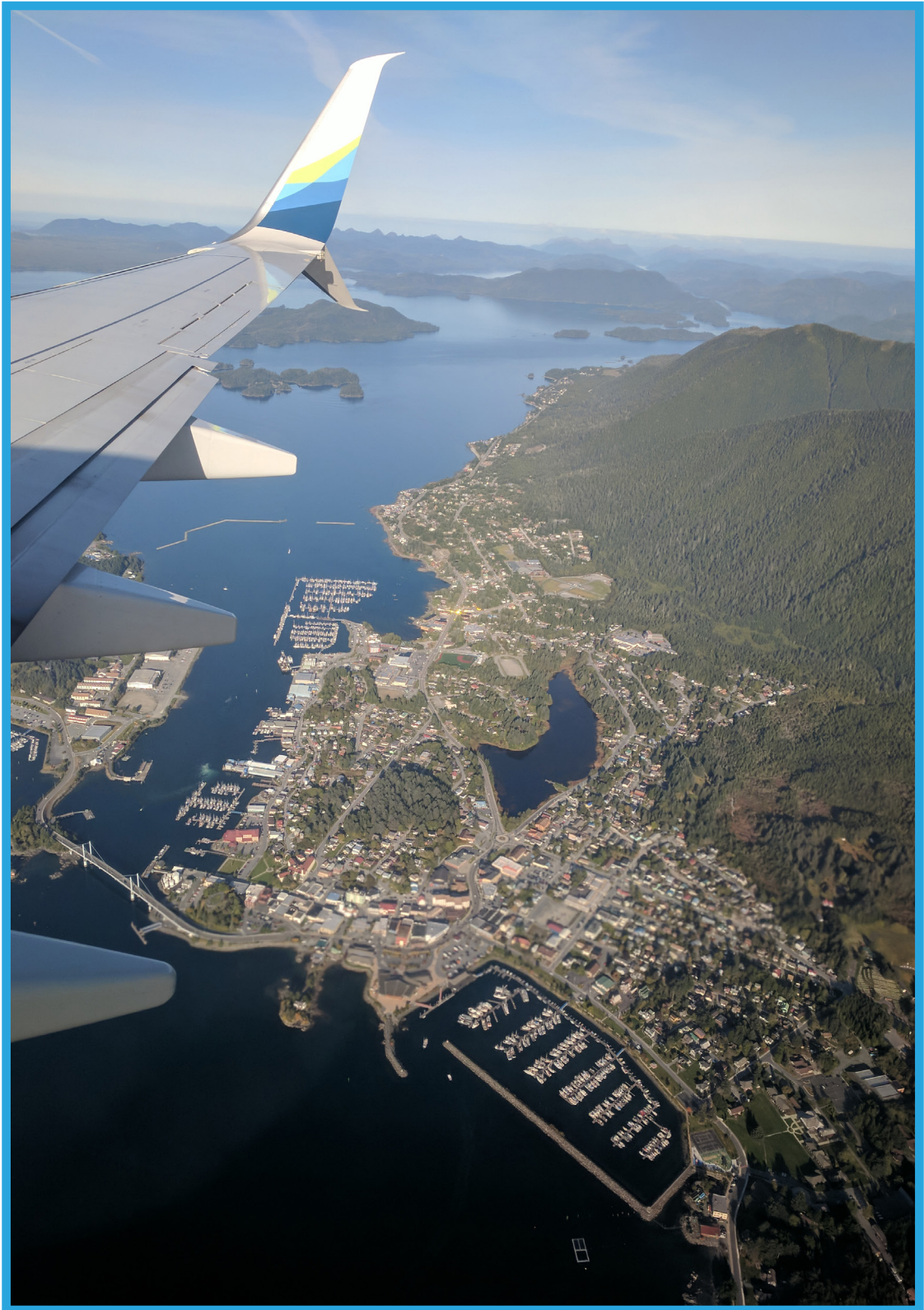
Inclusive & Healthy Events

BUILDING FOR BELONGING

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DEAR EVENT PLANNER:

Welcome! Humans are social creatures. Some of our best times in life are spent together. It can be health promoting, it can be good, it can be magical. Community events are a longstanding and appreciated tradition in Sitka, and gathering to celebrate through arts, music, food, and festivities creates a valuable foundation for community connection.

Public events were a common occurrence before COVID-19. Navigating the post-pandemic landscape allows us the opportunity to re-envision and reconsider how we come together. This leads us to new and exciting territory, allowing for broadened possibilities in preparing public events.

This toolkit is designed to provide tips, resources, and guidelines that will assist event organizers in maximizing the opportunity to host events that contribute to a culture of health for all.

Our hope is that more people will feel welcome at community gatherings, especially people who may have experienced barriers to past events, including young people, folks in recovery, and community members living with disability. Our vision is for inclusive and considerate public events to be the new social norm, rather than reverting to pre-COVID-19 practices.

At the end of 2019, conversations began around the theme of creating a new normal instead of going back to old pre-COVID ways. SEARHC's Health Promotion Department convened a series of meetings to discuss and craft policy.

The State of Alaska, Youth Advocates of Sitka, Southeast Alaska Independent Living, Recover

Alaska, American Lung Association, Visit Sitka, Sitka Chamber of Commerce, Sitka Counseling, and others teamed up to put this guide and pilot project together. They were guided by seven values: respect, openness, accessibility, inclusivity, courtesy, stewardship, health, and community.

Our model for planning healthy and inclusive events are organized into 7 Cs:

- Continually follow public health guidelines
- Craft accessible spaces
- Culturally responsive from start to finish
- Celebrating sobriety
- Caring for the environment
- Committing to nutritious food and drink options
- Clean air

Here's how they're intended to work.

- Learn about inclusive events policies and the 7 Cs.
- Adopt the policy (e.g., by a board of director's vote).
- Attend an inclusive events training.
- Plan your first event using the 7 Cs.
- Host your first event using the 7 Cs policies and practices.
- Use the 7 Cs post-event evaluation.
- Repeat for all gatherings.

You can find the 7 Cs online at: visitsitka.org/meetings/wellness-social-impact/healthyeventsguide

You have the important and challenging task of bringing people together. We hope this toolkit can be a helpful and inspiring resource.

Let's get started.



Continually Follow Public Health Guidelines

One of the first decisions you will make as an event planner is how to meet.

Options include:

- All virtual (i.e. on Zoom).
- In person with COVID precautions, six feet of social distancing, masks, no food.
- In person without masks and distancing.
- A mix of people in person and online.

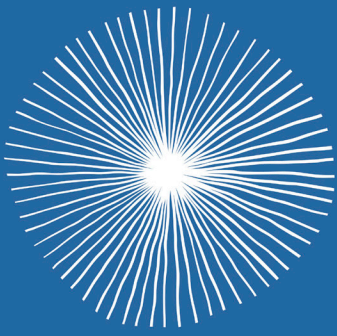
What's the best way to gather?

The Centers for Disease Control and Prevention, the State of Alaska Public Health Department, and our local public health nurse (Denise Ewing, RN, BSN, MA at 907-747-3255) are all excellent resources to help you get a lay of the land and decide which option is best for you.

Public health guidelines are still worth knowing and following . . . even when we're not in a global pandemic. Food safety and preservation, hand washing, covering your cough, and staying home when not feeling well are solid recommendations.

Plan Safer Events: This site is designed to help Alaskan event planners, venue owners, and gathering coordinators hold safer events by reducing the risk of spreading COVID-19. Visit plansaferevents.com.





Crafting Accessible Spaces

“I couldn’t hear a word of the video you showed.
Could you put on closed captions next time?”

According to the CDC, **a quarter**
of U.S. adults have some kind of disability.



When it comes to planning events, thinking through accommodations is critical. Set the expectation that all meetings you sponsor are accessible to individuals with disabilities.

Taking care to create accessible events benefits not only people with visible or known disabilities, but helps to ensure all participants – including individuals with non-obvious disabilities, chronic health conditions, of all ages and body types – are able to fully engage in your program.

1. Ask.

When you send out an invitation or notice, include a welcome message to let invitees know they can contact the planner about accommodations. Your message might include text such as:

"We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to fully engage. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request accommodation, or for information about accessibility, please contact (name, email, phone)."

It may be important to add the timeframe in which accommodations should be requested. For example: "Please request accommodations by Thursday the 23rd."

That doesn't mean you won't or can't accommodate last minute requests, but it allows reasonable time to arrange things (e.g., setting up an ASL interpreter or reformatting documents to be large print) so last-minute requests don't leave planners flat-footed.

One or two days before your event, consider sending out a reminder about refraining from wearing strong fragrances.

Another approach is to include a checklist in your meeting RSVP.

I will need the following accommodations in order to participate:

- Assistive listening device
- Captioning
- Interpretation Services (including ASL, other language)
- Reserved front row
- Large print
- Advance copy of slides to be presented
- Wheelchair access to event
- Wheelchair access to working tables throughout the room
- Comfortable wheelchair, choice of options
- Scent-free room
- Lactation room
- Gender neutral bathroom
- List diet restrictions:
- Other accommodations:

Make sure to follow up on all requests received.

If it appears you'll be unable to meet a specific request, follow up with the individual who made it to determine whether an alternative arrangement can be made.





2. Check Venue in Advance

Look for these features when inspecting your meeting/event space.

Visibility:

Consider those with impaired sight.

Clear signage (identifying location and directions); well-lit meeting space and adjacent areas; any presentation screens visible from all seating.

Acoustics:

Consider those with hearing impairments.

Use a Public Address (PA) system; offer roving microphones; limit unnecessary background music; have seating available near presenter for lip reading; consider availability of assistive listening devices. Is there a well-lit space for an interpreter if needed?

Mobility:

Consider those who may be in a wheelchair or have other mobility impairments: Accessible parking near the venue, proximity to a bus stop, ramp and/or elevator access, accessible bathrooms, barrier-free pathways, wide doorways and aisles to accommodate wheelchairs or scooters (36 in. pathways), seating locations that accommodate roll-up access, automatic doors, no loose cables across walking areas.

Technology:

Consider those who may need adaptive devices: Electrical outlets in accessible seating areas to accommodate devices, laptops, etc.; extra space or work surface.

Service Animals:

Consider access and space for service dogs: Comfortable space for service animals to rest during event; accessible toileting and watering facilities nearby.

3. At Event

Ensure:

Make sure presenters are aware of the commitment to disability-inclusive meetings, and ask them to prepare and deliver their presentations with accessibility in mind.

Designate:

At larger events, or events with scheduled accommodations, designate someone to be responsible for accommodations, to help with seating, ensure captioning and other technology is working, and maintaining clear pathways (36 in. minimum). Pre-designate seating for those with low vision, hard of hearing, and wheelchair accessible spots.

Presentations: Provide presenters with a checklist, requesting they:

- Submit materials in advance so they may be forwarded to individuals who may not be able to view screens or flip charts.
- Verbally describe visual materials (slides, charts, etc).
- Have printed copies available (in larger font).
- Avoid using small print on presentations that can't be seen from a distance.
- Ensure speakers (including those asking questions) always use a microphone.
- Activate captions on any video used in the presentation.
- Have all speakers introduce and describe themselves to provide more context for participants who are blind or low vision.
- Encourage hourly breaks.
- Organize breakout group activities to maximize distance between groups (e.g. each group going to a corner of the room or side rooms).

Have someone on site who helps to ensure follow-through on all of the above.

Taking audience questions:

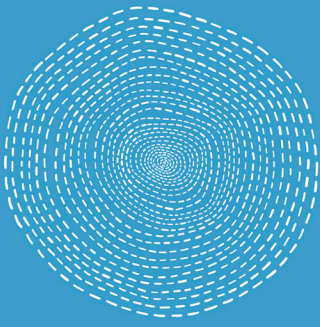
- Make sure to repeat questions posted by the audience before responding, especially if there is not a roving microphone available. Presenters or audience members may express confidence that they are loud enough and do not need a microphone. **Regardless, ask them to speak into one.**
- Feel free to use this script:

"We are putting effort into making this event accessible to everyone. For the sake of everyone here today, we strongly encourage you to use the microphone."
- If responding to a question from the chat in an online presentation, repeat the question aloud to the group before answering.

Food: Clearly indicate . . .

- Common allergens such as nuts or shellfish,
- Gluten-free, vegan, or vegetarian foods,
- Food or drink containing alcohol, and
- Other options.





Culturally Responsive

from start to Finish

“Cultural differences should not separate us from each other, but rather cultural diversity brings a collective strength that can benefit all of humanity.”

— Robert Alan

Culture is the characteristics and knowledge of a particular group of people, encompassing language, religion, cuisine, social habits, music and arts.

In Sitka we have a mix of cultures. As an event planner, you can benefit from building the five elements of cultural competence into your work.

FIVE ELEMENTS OF CULTURAL COMPETENCE

1. *Open attitude*
2. *Self-awareness*
3. *Awareness of others*
4. *Cultural knowledge*
5. *Cultural skills*

Critical questions to ask:

- What is my cultural background?
- What will come naturally to me and feel comfortable as a result of the culture I was raised in?
- How can cultural responsiveness be built into the event from the first time I think about it?
- What cultures are represented with the planners, greeters, trainers, performers, and other event staff?
- What cultures are present in Sitka, and how can the event planning team include, invite, and welcome them?
- How can this event serve historically marginalized groups in Sitka?

Historically marginalized populations in our society include, but are not limited to, groups excluded due to race, gender identity, sexual orientation, age, physical ability, language, and/or immigration status.

That includes:

- Black, Indigenous, and people of color (~35% of [Sitka's population](#))
- Immigrants (8% of Alaska residents are immigrants, 7 % are native-born U.S. citizens with at least one immigrant parent.)
- Lesbian, gay, bisexual, transgender, queer and intersex (Gallup's latest 2021 update on lesbian, gay, bisexual or transgender identification finds 5.6% of U.S. adults identify as LGBTQI+.)
- Elders and senior citizens
- Military combat veterans
- People who have auditory, visual, or physical disabilities
- People living with mental illness
- People on the autism spectrum
- People with substance abuse addictions
- People living in poverty
- People with criminal records
- People experiencing homelessness

Land Acknowledgments:

Saying a land acknowledgment is a wonderful way to start an event. The planning committee of the 2019 Indigenous People Day event in Sitka created an open-source land acknowledgment that has been used hundreds of times here in Sheet'ka. It's often an MC or a white settler who says the carefully vetted words on the next page.



SHEET'KA (SITKA) LAND ACKNOWLEDGMENT

“Welcome everyone. We’d like to start by recognizing that we are on Tlingít Aaní. Aaní is the Tlingit word for land and Tlingit people have been in this place for over 10,000 years. It’s very important to recognize this historical fact, and to appreciate the Tlingit people, who have been excellent stewards and have lived out traditional tribal values around balance, respect, and caring for the Earth that sustains us all. For taking wonderful care of this special place since time immemorial, we say thank you and gunalchéesh.”

Sharing thanks in Sitka’s top four most-spoken languages:

Salamat • Gracias • Gunalchéesh • Thank you

Tagalog • Spanish • Tlingit • English



Celebrating Sobriety & Reducing Harms

Alcohol-free events are easier to organize and manage. They can reduce your liability and extinguish the chances of public conflict and safety risks.

They can also be more inclusive, especially for people who don't drink, are under 21, or are in recovery.

If you do choose to have alcohol at your event, there are ways to reduce the chances of alcohol-related issues.

Common considerations and questions about alcohol-free events:

- **Participation:**

"Alcohol is a draw that drives participation." While some adults prefer events that have alcohol, for others, alcohol is a deterrent that keeps them away. One third of adults don't drink. As an event planner, you want lots of features that will bring people to your event, including great food, entertainment, a meaningful cause, and a chance to socialize and catch up with friends.

- **The family-friendly myth.**

"Does everything have to be family friendly?" Events that are labeled alcohol-free aren't just for families and children. They're for all different age groups and interests.



- **Fundraising.**

"If you want to make money you need alcohol sales." Alcohol has been a common feature at many fundraising events, and can bring in money. But at what cost? Other fundraisers choose to be alcohol-free and to make money [in other ways](#). When thinking about the money side of your fundraiser, it's important to consider the societal cost of drinking is about \$2.05 per drink. When it comes to alcohol, [we all pay](#).

- **Rights.**

"I'm over 21 and I have the right to drink if I choose." While adults have the right to choose alcohol, event planners and organizations also have the right to decide what type of event to have. The healthy and inclusive events policy is about providing information so planners can make sound decisions to support their organization's goals and mission.

Alcohol-Free Policy

The event and space will be free from alcohol and other drugs.

Harm-Reduction Strategy

If you have alcohol at your event, you can do things to reduce the chances of alcohol-related issues. As an event planner, it's your right (and, some would argue, your responsibility) to set boundaries around alcohol use.

- Set up your event so alcohol and people under 21 don't mix.
- Offer nonalcoholic drinks.
- Adopt a two-drink maximum.
- Ask servers to check identification.
- Offer to call taxis or provide ride vouchers to reduce the risk of drinking and driving.
- Have a reasonable last-call time. Stick to it.
- Have clear spaces for alcohol and places that are alcohol free.
- Ask MCs and entertainers to refrain from encouraging shots and heavy drinking.
- Make sure that alcohol is securely stored before, during, and after the event.
- Provide drinks that are less intoxicating, for example beer and wine at a cash bar instead of whiskey.
- Stay sober: Alcohol affects your judgment.

One more consideration: Alcohol free policies are the norm in the Native community. American Indians and Alaska Native groups have the highest percentage of people who abstain from alcohol completely. If you go to the Sheet'ka Kwaan Naa Kahidi or the Alaska Native Brotherhood Hall you won't see alcohol present because that is the policy, a common one with tribal entities.



The Human Cost

"An estimated 95,000 people die from alcohol-related causes annually, making alcohol the third leading preventable cause of death in the United States."

— *National Institute on Alcohol Abuse and Alcoholism*

"Alaskans are dying at rates over twice as high as the national average. Alaska Native people are dying at rates nearly 10 times higher."

— *Alaska Bureau of Vital Statistics, Division of Public Health, Department of Health and Social Services National Vital Statistics System, National Center for Health Statistics, U.S. Centers for Disease Control and Prevention*

"Alcohol misuse costs Alaska \$2.4 billion annually."

— *The Economic Costs of Alcohol Abuse in Alaska, 2019 Update, Prepared for: Alaska Mental Health Trust Authority, January 2020 by McDowell Group*

"Alcohol has caused so much damage to the youth and the families that we serve, having alcohol free events just makes sense."

— *Charlie Woodcock, Executive Director Youth Advocates of Sitka*



Caring for the Environment

Sitka is blessed to be located within a beautiful and bountiful natural environment. This set of best practices offers guidance for how event organizers can reduce the carbon footprint of their events, incorporate local foods and support local businesses, and minimize their contribution to Sitka's solid waste stream.

Choosing a Venue:

- Choose sustainable venues. Sitka is fortunate to have renewable hydroelectric power. When possible, choose venues that rely on electricity generated by the hydroelectric dams, not heating oil or diesel generators.
- Choose to hold the event in a location easily accessible by alternative transportation (i.e., close to biking and walking paths).
- Choose venues that can accommodate all your water needs, from washing dishes to refilling water bottles.
- Sitka Kitch is a DEC certified commercial kitchen available for hourly rent. It can be used to prepare food for an event and wash dishes afterwards. Reach at sitkakitch@sitkawild.org, or call 907-747-7509.

Food and Beverage:

- Choose reusable dishware, napkins, and table coverings.
- If paper is unavoidable, try to source products that contain a high recycled content.
- Serve bite-size or finger foods that don't require utensils.
- People get thirsty, and thankfully, Sitka has incredibly safe, clean drinking water. Bring reusable water containers and avoid serving single-use, plastic water bottles or styrene cups. Provide drinks in pitchers or large dispensers and/or encourage attendees to bring their own mug or water bottle.



Wash, don't toss: The Sitka Green Lending Library has 100 place settings you can borrow. Place settings include reusable plates, utensils, cups, and napkins.

Contact Alec Duncan with Sitka Counseling at 907-747-3636 to make your lending request.

- Eliminate plastic coffee stirrers, paper doilies, and straws.
- Avoid individually packaged items (i.e., butter, cream cheese, sugar, condiments, snacks, bottled/ canned drinks).
- If disposables are unavoidable, choose paper-based products made from recycled fibers and corn starch over Styrofoam.

Optimize recycling and landfill receptacles: Our “trash” gets shipped hundreds of miles away and goes to a landfill in Eastern Washington, at great expense.

- Reduce and reuse waste when possible. Recycle waste where it cannot be reduced or reused
- Announce waste reduction efforts at the beginning of the event, including specific recycling containers and their locations so guests can sort waste accordingly.
- Sitka offers recycling for cardboard, glass, tin, aluminum, and plastics #1 and #2. Consider providing recycling receptacles for these items at your event or hiring a local company to assist in your recycling efforts.
- Provide clear and informative signage indicating recycling and landfill waste (and composting, if available).
- Rainy Day Recycle offers curbside pick-up and sorting for all your recycling and can also provide recycling bins. Contact them at 907-738-8595 to inquire about providing recycling services for your event.
- Plan for a “zero waste” event with 90% of materials being reusable, recyclable, or compostable.

Source local and plant-rich foods:

- Sitka is fortunate to host a vibrant sustainable fishing industry that supplies our community with a variety of seafood options, a forested landscape with many edible plants and animals, and numerous successful gardeners. Event organizers can serve delicious local foods while also supporting local businesses.
- Visit Sitka Local Food Network to learn more about why eating local supports our environment, our community, and our health.
- Look to local businesses to source food for your event.
- Wild Alaskan seafood can be purchased from Sitka Sound Seafoods retail store, Seafood Producers Cooperative, and fishermen will occasionally



advertise their catch via signs at the roundabout and on Facebook.

Salt and Soil Marketplace hosts a variety of products from local vendors across Southeast Alaska.

- Celebrate food from Southeast Alaska by clearly labeling food with dietary information and source (fisherman, vendor, etc.), as appropriate.
- Incorporate vegetarian and vegan options into your menu.
- Plant-rich diets reduce greenhouse gas emissions and also tend to be healthier, leading to lower rates of chronic disease.
- Consider giving vegetarian and vegan items visual priority over meat-based items.
- If you serve meat-based items, consider having them as sides rather than main entrees.
- Use Seafood Watch's guide and choose foods that are "best choices" or "good alternatives."
- For large events, consider purchasing bulk food that has minimal packaging waste.
 - Sitka Food Co-op.

Reduce food waste: 30-50% of global food production is never eaten. By cutting food waste, we can feed more people and dramatically shrink the environmental footprint of agriculture.

- Order the right amount of food for the attendees.
- Use the [Guestimator](#) to calculate how much food you need to keep guests full and happy.
- Ask attendees to register for meals to better estimate quantities and reduce potential excess.
- When possible, serve buffet style rather than "box-lunch" style.
- Encourage attendees to bring their own to-go containers.
- Provide non-Styrofoam to-go containers for attendees to take food home. Plan for non-Styrofoam to-go containers that can be used to donate food after the event.
- Make a plan so leftover food doesn't go to waste. If you have edible food left over, consider donating to a nonprofit that feeds people in the community. In Sitka, resources include:
 - Salvation Army: 907-747-3358

- Sitkans Against Family Violence: 907-747-3370
- Non perishable items can be donated to Sitka Tribe Social Services, call 907-747-7293

Compost: If someone on your team has backyard compost, adding vegetable scraps, coffee grounds, tea bags, and other compostable items can keep material out of the landfill.

Transportation:

- Minimize flights. Share info with off-island attendees to purchase carbon offsets for their flight miles. The Sitka Carbon Offset Fund uses donations from frequent travelers to reduce Sitka's carbon footprint. The funds raised help lower carbon dioxide emissions in Sitka by helping families, businesses, and organizations convert from oil and gas to local hydro and become more energy efficient. Find more at sitkacarbonoffset.com
- Encourage or incentivize public transportation, carpooling, walking, and biking.
- Offer vouchers for public transportation.
- Provide RIDE Sitka schedule and route map.
- Offer low-emissions shuttle services.
- Use electric, hybrid, or alternative fuel vehicles, if needed.
- Offer vouchers for bike rentals.
- Provide easily accessible bike parking for attendees or a bike valet.
- [Bicycle benefits program](#): This year-round program promotes cycling and boosts local business by offering discounts and rewards to cyclists who bike and display their sporty Bicycle Benefit helmet stickers at participating establishments.
- Think of innovative ways to encourage use of low carbon transportation options: Can you provide attendees with a free raffle ticket or a 10% discount on merchandise for using a sustainable mode of transportation?
- Provide video or teleconferencing options for participants who would like to avoid travel.

Sustainable Materials:

- Create signs/banners so they can be reused (avoid dates, names, etc.).
- Ensure printed materials meet sustainable requirements: FSC or 100% recycled content.



- Use whiteboards or digital displays instead of paper boards that will be disposed of.
- Use alternative methods for distributing information.
- To spread the word and reduce the number of fliers you print, make sure to advertise your event using existing community institutions like KCAW Community Calendar, Sitka Sentinel PSAs, and Facebook events. After the event, provide an online survey for event evaluation, when necessary.
- Use décor that incorporates “green” sustainable principles.
- Embrace the existing ambiance of the venue and keep added decorations to a minimum.
- Use reusable decorations (e.g., potted plants vs. cut flowers) or decorations that can be donated after the event.
- Use only biodegradable balloons, glitter, or confetti to reduce the chance of microplastics entering our ocean environment.
- Minimize swag. For event giveaways, choose to give away experiences or consumable items.
- Instead of producing a t-shirt, bag, or bottle for every attendee (that might end up in the trash), make a small amount that you will run out of. It makes the item precious, not dumpster fodder.
- Choose sustainable (e.g., organic, recycled, and/or local) t-shirts for your event (if needed).
- Collect and reuse name tag holders at the end of the event.
- Encourage reusable water bottles or provide them as swag.
- Reduction is best. Ask attendees to bring their own food and drinking vessels. Producing a small amount as swag (not one for everyone) is a good alternative.
- Avoid leaving pens and paper on every seat. Have some available in a central location instead.

Share:

- Appoint a sustainability coordinator for the event.
- Develop a written sustainability policy and a sustainability plan for your event.
- Educate event guests about the event’s sustainable features through the use of a booth, social media campaign, or other digital messaging.



Committing to Nutritious Food & Drink Options

“When the tide is out, the table is set.”

— Tlingit proverb

Food and beverages served at events are often processed, high in unhealthy fats, added sugars and salt, and low in whole grains, vegetables, and fruit. Ensuring healthy food options is integral for the well-being of participants, but it is also imperative organizers accommodate everyone’s dietary restrictions to make events more accessible and inclusive.

This portion of the guide will supply tools, resources, and guidelines to address nutritious food and beverage options. These principles align with nutrition guidelines and expert recommendations derived from the Dietary Guidelines for Americans, Centers for Disease Control and Prevention, and the American Heart Association.

Inclusivity & Accessibility

To quote Cordelia McGee-Tubb, “Accessibility is like a blueberry muffin – you can’t bake the berries in there afterward.”

- Help attendees by being transparent about what options are available in advance.
- Remove barriers to access of food at your event.
- Ensure the location of food and beverages are accessible to all.
- Remove all financial barriers to food and beverages at your event.
- Provide options for various dietary restrictions, allergies, and religious considerations: Vegan, vegetarian, pescatarian, kosher, halal, gluten-free, nut-free, lactose intolerance, shellfish allergy.
- Label food and list ingredients of items.
- Serve different food options in different dishware and accompanying utensils, if possible.
- Keep condiments separate. Keeping animal products separate from plant products is good practice and respectful of differing diets. Keep dairy or eggs away from meat.
- Let attendees know if they are welcome to bring their own food and beverages ahead of time.
- Provide water free of charge to everyone.
- Provide non-alcoholic beverages.
- Please see our “Celebrating sobriety and harm reduction strategies...” section for guidance



- on alcohol at events.
- Serve all drinks in the same vessels to minimize peer pressure to drink alcohol.
- Always have paper or reusable straws available for accessibility purposes.

Breastfeeding

Lactating burns around 500 extra calories a day for mothers. Mobile, healthy snacks and water should be available to keep nursing parents healthy. A private place free from public or coworker intrusion (not a bathroom) should be designated for people to nurse or pump. Ideally, amenities would include tabletop, electric outlet, chair, sink, and a refrigerator.

Healthy Foods

Make the healthy choice the easiest (or only) choice. Look local first. Refer to the “Care for the Environment” section to learn about how and where to source local food in Sitka.

Offer a colorful array of vegetables and fruits

- The CDC recommends ensuring at least half of all food served is fruits and vegetables prepared without high amounts of added sugar, sodium, or fat.
- Offer seasonal, local, and regional produce when available. Honor your guests and the environment with local food options. Southeast Alaska is rich in traditional foods.
- Offer legumes (black beans, chickpeas) as non-meat protein sources.
- Display fruit and vegetables attractively and prominently – at the front of lines, or in front of other options.
- Serve fruit and yogurt as desserts.

Select whole grains

- Whole grains are more filling than refined grains and can positively impact energy levels.
- Consider unprocessed grains like quinoa, whole-grain pasta, and brown rice as part of mixed dishes, salads, and casseroles.
- Whole grains can be incorporated in bread, tortillas, side dishes, and baked goods.
- Whole grain breakfast options like oatmeal are healthier than sugar-rich cereals.



Portions and Preparation

- Prepare foods in lower-fat ways.
- Serve small but adequate portions.
- Consider cutting items like sandwiches and baked goods in half on self-service platters. Choosing your own portion can reduce food waste.
- Be mindful of separating foods that are incompatible for some cultures (like dairy and meat). A make-your-own salad or sandwich bar with adequate utensils is another option.
- Offer meat, fish, or poultry in portions 3 oz or less.
- Bake, broil, steam, sauté or grill, rather than fry.
- Offer cheeses in small portions (i.e. 1/2 in. squares).
- Offer foods with reduced salt, sodium, and sugar.
- Offer foods flavored with spices and herbs vs. salt.
- The average person consumes more than double the recommended daily added sugar limit – usually because it's hidden. Choose a freshly prepared mix of nuts and seeds over packaged snack bars.
- Offer items with less than 480 mg of sodium per serving, per CDC recommendations.
- Serve dressings and condiments on the side.

Plants and proteins

- Select healthy proteins and at least one plant-based vegetarian and vegan option.
- Olive and canola oils, seeds, nuts, nut butters, hummus, avocado, and salmon are heart-healthy unsaturated fats. Try to limit saturated fats like those found in red-meat, processed deli meats, cheese, and butter.
- Healthy protein options include beans, lentils, nuts, seeds, skinless poultry, seafood, tofu, plain yogurt, and lean cuts of meat.

Break & Snack Ideas

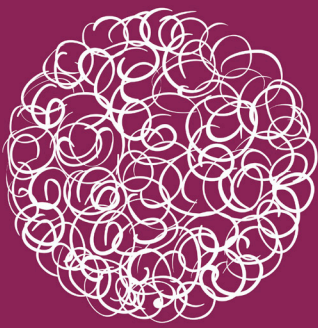
- **Roasted or raw nuts** (unsalted or lightly salted): peanuts, pistachios, walnuts, almonds, hazelnuts.
- **Fresh fruit:** Apples, bananas, berries, grapes, pineapple, melon, oranges.
- **Fresh vegetables:** bell peppers, broccoli, carrots, cauliflower, celery, snap peas, edamame.
- **Dried fruits** (with little to no added sugar): apples, raisins, cranberries, blueberries.
- **Dips:** Try hummus, salsa, nut butter, baba ganoush, bean dip.
- **Trail Mix:** Dried fruit, nuts, seeds, cereal, oats.
- **Yogurt:** low-fat, low-sugar, fruit parfait.

Healthy beverages

*Please see the “Celebrating Sobriety and Harm Reduction Strategies if you do have alcohol at your Event” section for guidance concerning alcohol at events.

- Ensure beverage options are plentiful, with varying calorie and sugar content. Many drinks are marketed with words like vitamin, herbal, natural, energy, or power – be wary as these can contain as much sugar as soda. Compare nutritional information and shop informed.
- Offer clean, cool tap water, rather than bottled water, at no cost.
- Present water as the most appealing option. Garnish water with citrus or mint to entice drinkers.
- Offer sparkling water instead of soda.
- Limit or eliminate sweetened beverages like soda, energy and sports drinks, fruit drinks, added sugar drinks, even diet soda.
- Offer decaffeinated and caffeinated coffee and herbal teas.
- Serve coffee and tea without added sweetener.
- Provide low-fat, and non-dairy creamers instead of whole milk and half-&-half.





Clean Air

(Thank you for not smoking
or vaping near entrances)

When 2019 Southeast State Fair Attendees responded to the tobacco-free fairgrounds policy, 97% of fairgoers surveyed were supportive or neutral of the policy.

"Smoking stinks. I love smoke-free events! Good job keeping the event smoke-free!"

– 19-year-old, non-smoker

"Keeps me from smoking! Keep up the good work!"

– 45-year-old, cigarette smoker

There is no safe level of exposure to secondhand smoke. It causes stroke, lung cancer, and coronary heart disease in adults. Those at higher risk of the harmful effects may be pregnant women, children, immunocompromised, and elderly people.

Hosting smoke-free and tobacco-free events can offer many benefits, including protection of both public and environmental health. By choosing to host smoke and tobacco-free events, your organization can help:

- Protect community event participants, staff, volunteers, and contractors from the harmful effects of secondhand smoke.
- Set a standard of health, providing a new social norm, resulting in positive role modeling for youth.
- Create a more inclusive environment for all, including children, pregnant women, elderly, and those experiencing lung disease or cancer.

Why host smoke and tobacco-free events?

- Support those who are trying to quit, or have already quit tobacco.
- Reduce the toll of tobacco use and secondhand smoke on Alaskans.

The policy on the following page is meant to promote a healthy and safe space for all event participants by creating a clean air environment.

Other Clean Air Resources

Signage and Resources: The State of Alaska Prevention and Control Program and SEARHC may provide signage along with educational resources.

SEARHC Health Educator: Amanda Roberts

- Email: amandar@searhc.org
- Phone: (907)-966-8745

Support to quite smoking:

- Alaska's Tobacco Quit Line: alaskaquitline.com, 1-800-QUIT-NOW.
- Free couch coaching and nicotine replacement therapy available to all Alaskans.
- American Lung Association Help Line: 1-800-Lung USA

Other Resources:

- Center for Disease Control and Prevention: [Smoking & Tobacco Use | CDC](https://www.cdc.gov/tobacco)



SMOKE AND TOBACCO-FREE POLICIES PROTECT PUBLIC HEALTH

Smoke and tobacco-free policies are legal and do not discriminate against attendees who smoke. Smoking is a public health issue. This policy does not prohibit anyone from attending an event, though it does define permitted activities on event sites.

Smoke and Tobacco-Free Event Policy

I. *Policy Purpose*

[Event organization] wants to provide a healthy and safe environment to our patrons, vendors, exhibitors, volunteers and employees at all events. This policy will protect the public health by:

- Decreasing the negative health impacts of secondhand smoke, an established cause of cancer and respiratory disease.
- Discouraging smoking and tobacco use around non-tobacco users, especially children.
- Decreasing smoking-related litter and accidents caused by cigarettes.
- The purpose of this policy is to establish a smoke and tobacco-free environment for all events organized, operated or owned by [Event organization].



II. *Definitions*

Whenever the following words are used in this policy, they will be understood to mean:

Event: Any organized activity that is sponsored or operated either totally or in part by all events, and over which it has control or responsibility. This definition includes activities related to the scheduled event itself as well as event set-up and take-down.

Event Site: The entire physical area in which an event is being staged and which all events have control or responsibility. The event site includes all open, semi-open and enclosed spaces and structures, including for example, parking lots, loading docks, exhibit halls or vendor booths, conference rooms, dining areas, bathrooms, performance stages, sports or other recreational areas or facilities, pedestrian walkways or pathways and roads accessible to motorized vehicles.

Electronic Smoking Device: Any product containing or delivering nicotine, marijuana oil, or any other substance that is used by a person to inhale the product's vapor or aerosol. Types are mods, pens, pod



systems and heat-not-burn products.

Smokeless Tobacco: Smokeless tobacco products are non-combustible. These include chew, dip, snuff, snus, dissolvables and lqmik (mixture of tobacco and punk ash).

“Smoking” and “to smoke”: means burning, inhaling, or exhaling the smoke of any lighted or heated cigar, cigarette, pipe or plant material; or of any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device, which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this article.

Puff Bar is a disposable, all-in-one vape device. Think of it as a cheaper, more convenient alternative to smoking a cigarette.

Marijuana is the psychoactive dried flower buds and leaves of the female hemp or cannabis plant (Cannabis sativa or C. indica) that contain high levels of THC and are smoked, vaped, or ingested especially for their intoxicating effect.

III. Smoke and Tobacco-Free Event Policy and Procedures

To safeguard the health, safety and general welfare of everyone present at an event, [Event organization] adopts the following policy and procedures:

No Smoking or Tobacco Use at Event: [Event organization] will not allow smoking or tobacco use during events or on event sites. This policy applies at all times during events and to everyone, including:

- All [Event organization] board members, officers, employees, volunteers and agents;
- Event exhibitors and their employees, volunteers or agents;
- Independent contractors working at the Event Site;
- Event facility staff and employees;
- Event performers, participants or contributors; and,
- All Event attendees
- Policy Communication: [Event organization] will communicate its smoke and tobacco-free event policy widely through press releases, website announcements, public service announcements, event materials, event maps, and all other forms of

communication (both internal and external) about events.

- Event Signage: [Event organization] will ensure “No Smoking/Tobacco” signage clearly posted at prominent places (including entrances, exits and other appropriate areas) to inform all attendees of the policy.
- Policy Enforcement: [Event organization] employees, volunteers and vendors will communicate the Smoke and Tobacco-Free Event Policy to anyone at any event found smoking (or using tobacco). Below is a sample message for a friendly reminder of the tobacco-free event policy:

“Because we are dedicated to providing a safe and healthy event for all participants, this event is smoke and tobacco-free. Please refrain from smoking or using tobacco products on event grounds. Thank you for your support.”

IV. State and Local Laws

This Smoke and Tobacco-Free Event Policy is in addition to any federal, state, tribal or local laws that restrict or otherwise regulate the use of tobacco, nicotine, marijuana and other substances.

V. Policy Effective Date

This Smoke and Tobacco-Free Event Policy is effective upon date of approval by [Event organization] and applies to all events on or after that date.

Organization Representative

Organization Name

Date



Inclusive & Healthy Events

BUILDING FOR BELONGING

Sitka Event Planning Resources

1. Marketing & Advertising

Where do I start when designing an inclusive event?
Design around the key elements of your event.

- **Date and time:** When will your target audience(s)/ attendees be most available?
- **Event type:** What kind of event are you planning? (Ex: Meeting, retreat, conference, party)
- **Event goal:** What is the purpose of your event?
- **Location:** What event location will be most accessible and suitable for your attendees and your event purpose(s) and goal(s)? Will your event be in-person or virtual?
- **Attendees:** What are your attendees' needs at your event?

Marketing your event:

- Connect with media channels as soon as possible after your event date has been established.
- Include a clear description of what people should expect from the event; be sure to deliver on that description.
- Market on multiple media channels to broaden your event's public exposure:
 - KCAW Community Calendar
 - KIFW, Mix 103, Raven Radio/KCAW Radio ads.
 - Write your radio PSA script to a total of no more than 90 words (could be as few as 75 words). A professional voice talent can speak about 180 words a minute at a moderate pace. This means that in 30 seconds they can speak about 90 words.

- Develop a strong hook that grabs the listener's attention and holds it while the key messages are conveyed.
- Provide the event day, date, time, location, and cost
- Close with a compelling call to action telling listeners to "call this number," "visit this website," or "attend the event."
- Sitka Sentinel ads
- Sitka Soup ads
- Submit ads to the Sitka Chamber of Commerce
- Social media posts (Facebook, Instagram, Twitter, YouTube)
- Email marketing, calendar invites, Zoom links embedded in digital invites

Design an effective flyer:

- The most important information should be at the top of the page. This includes the event name, date, price, and your call to action (i.e., Get tickets now!). It's important to make this information stand out so that people know what, when, and where your event is.
- Decide whether your event flyer is going to be digital or if you'll be printing it. Try a free flyer template like the ones from [Canva](https://www.canva.com/).
- Your event flyer should scream "Look at me!" To accomplish this, try to pick colors that contrast one another, but follow the theme of your event. (Ex: A flyer advertising a Valentine's day dinner should have red, pink, or a combination of the two.)
- The text should be the focal point of the flyer since this is where all of the important information is held. To create text that is eye-catching, try manipulating colors, font style, size, and weight. You can utilize contrasting colors or place guiding images and icons that lead the eye to the text.

- Speak to your target audience(s).
- Keep content simple (Where, when, why, how).
- Don't overcrowd the flyer.
- Use font size, style, and weight to attract attention to specific words.
- Include date and registration details.
- Print in high quality:
 - Arrowhead Press
 - Harry's Custom Printing

Distribute the flyer around Sitka: Don't forget tape and push pins. After event, be sure to remove all flyers you put up.

- Harbor ramp bulletin boards
- All three grocery stores
- Tongass Threads
- First Bank of Alaska
- Mean Queen
- Laundromats
- Westmark Hotel entrance
- Downtown retail locations such as Old Harbor Books, the Backdoor, Highliner, and more.
- Don't print more than ~40 flyers per event.

2. Booking and Scheduling

Choosing your event venue:

- Once your event size, purpose, and type has been established, list out venues that are suitable for your event.
- Tour multiple locations until you find a venue that checks all your event needs.
- Choose a venue that reflects the size, purpose, and needs of your event.
- Look into what the venue offers, such as audio-visual tech and equipment rentals.
- Keep things like traffic, transportation, and parking options in mind.
- Schedule a site visit and multiple walk-throughs before signing the venue contract or making a deposit.

- Reach out and schedule your third-party services early on to avoid unavailability or scheduling errors:

- | | |
|---------------------------|---------------------|
| • Entertainment | • Volunteers |
| • Presenters | • Equipment rentals |
| • Caterers | • Projectors |
| • Vendors | • Sound systems |
| • Venues | • Tables/chairs |
| • Sponsors | • Place settings |
| • Transportation services | |

LOCAL TIPS AND TRICKS

"Start planning early and use the community calendar on kcaw.org. If the date you're thinking about looks open, enter your event information on the Raven Radio site. If we all use the community calendar, scheduling issues can be prevented."

— *Doug Osborne*

"If you plan to use any audio-visual technology, make sure it's all set up and ready to go before the event starts. Be sure to test-run everything before guests arrive."

— *Lloyd Platson*

"Make sure you allocate the right number of volunteers for your event, based on the size, activities, and clean-up. Find these volunteers earlier than later and show them gratitude before, during, and after the event. They are invaluable!"

— *Tiffany Hall*



Event Dos and Don'ts

- **DO** have a checklist of things to double-check the day of your event before attendees arrive.
- **DO** give attendees an agenda for the event as they come in (or send one out before digitally).
- **DO** include well-timed breaks throughout.
- **DO** one last walkthrough to make sure there are no cords in walkways, ramps are not slippery, there is no ice in high-traffic areas.

3. Registration and Attendees

- Online event registration helps you know how many attendees to expect.
- Consider using sites similar to eventbrite, rsvpify, eventzilla, or Facebook events.
- When using online registration, include option selection or a comment box so attendees can share what they will need during the event (Ex: Smoke free areas, wheelchair access, seating at the front of the room).
- Plan for the number of guests you think will be attending. Over-planning or under-planning can affect your budget, food supply, and your guests' experiences.
- If there are any changes that would affect attendees, be sure to communicate these changes as soon as possible through your preferred method of communication (social media, email, flyers) so attendees are prepared.

4. Setting Up Presenters

- Find out what your speakers (presenters/entertainers) will need in advance, so you have time to rent, secure, and set up the needed equipment.
- Ensure there is no overlap between the information that speakers/entertainers present.
- Sharing content before the event with all presenters will help you avoid duplication.
- Perform in-depth audio and visual testing for all tech that will be used during the event.
- Always ensure speakers have microphones, don't rely on building acoustics for sound.
- If you are livestreaming the event on Zoom, set up cameras in advance and do sound and visual checks before the start of the event.
- Ensure everything is in focus that you want captured on video.

- **DON'T** leave things until last minute.
- **DON'T** leave your attendees wondering where they should be going when they arrive.
- **DON'T** pack too many things into your event that it exhausts attendees or causes disinterest.
- **DON'T** overlook safety.

5. When Things Don't Go as Planned

Imagine you work on an event for a month. You want 35 people to attend, you planned for 35, and based on everything you heard, you expect 35 people to arrive. Then your event begins – and you count just 13 people.

Or: The food for your 200 person dinner was scheduled to arrive at 5 p.m. It's now 5:30 p.m.. There's no food yet. You call several times to check in, but it goes to voicemail. Hungry people start arriving in just 15 minutes.

Or: The big day has finally arrived. The training is going beautifully – until the power suddenly goes off. Even though it's dark, you can feel people's heads turning toward you.

As an event planner, you want people to attend and to have a positive experience. That's always the intention and hope. When it happens, it's easy to feel pleased, grateful, relieved, and hopeful.

But sometimes things don't work as planned. What do you do? There are no easy answers – and often no quick fixes. But here are the important things to keep in mind about the one thing we can always control, regardless of the circumstances: ourselves.

Breathe. Take slow full deep breaths before, during your event and after. This will help to keep your body relaxed which you need to keep moving through the stress and pressure of hosting an event.

Focus your attention and your thoughts on who's present. Don't spiral into thinking about who didn't attend.

Commit in advance to thinking and acting constructively, no matter what happens. The morning of the event, one hour before, and one minute prior to kick-off, make a commitment to yourself to stay positive. Decide to think, speak, and act constructively throughout the event – no matter what. It's natural to have strong emotions come up: This strategy isn't about denying them, but putting them aside to process later, once the event has finished.

Refrain from all or nothing thinking. Reflect on a recent event you hosted: Think about all the different elements, publicity, content, decorations, food, media coverage, the 7 Cs, etc. Let's say the event has a dozen

aspects. If one didn't work as planned, you still had the other 11. The event isn't a total failure because one aspect missed the mark – look at the totality, not just the parts you didn't like.

Recognize hosting comes with great opportunities and stressors. It is common to feel excitement, fear, frustration, hope, and disappointment – all heightened by social pressure. The key to dealing with things that don't go well at your event is to go into your event feeling well. Take great care of yourself. Rest, hydrate, and breathe, even when it feels like you don't have time for any of those things.

Be of service. As the host you are there for the guests, not the other way around. Don't burden guests with event planning blues. Participants often don't realize something hasn't gone as planned unless you make a big deal of it. When you get focused on what's going on in your head and your emotions, you can get stuck. It's much better to spend the little bit of time that you are hosting focused on what is going on with your guests.

Learn from trial and error. At events, you can learn just as much – and usually more – from what doesn't work than from what does. You can choose to frame things into two categories: Successes and valuable lessons. Just those two categories. No mistakes, just lessons.

Don't just start with the positives – celebrate them! It's easy for event planners to gloss over what worked and get to the part of the survey that offers constructive criticism. Learning and making improvements on what didn't work as planned is



important, but it's just worth acknowledging the positives. Look at the thorns but don't forget the roses.

Get another point of view. Having someone on your planning team to check in with can be hugely valuable to add perspective. When you think something didn't work, have a quick talk with a colleague and see what they experienced.

Control the one thing you can: Your attitude. When things are unraveling before your eyes, it's easy to feel sunk. Have you ever seen a party host meltdown? (Maybe that's the inspiration for the song "It's my party, and I'll cry if I want to.") Remind yourself of your commitment, and do your best. That's all you can do.

Remember, some of the best laughs and stories come from when things go sideways. What seems like an annoyance now can end up being a very funny story later.

6. Evaluation

"Feedback is the breakfast of champions."

- Ken Blanchard

How can you make evaluation a habit?

Gathering feedback from participants is essential to this process. It could be done getting written feedback at the end, which is there's a sample on the next page. It can also be just asking people how it's going at and after the event.

Ideally, input will be collected at multiple points and in multiple ways. The key is to get input from your event goer's so that you are informed.

Once an event is over, you may be fatigued, ready to move onto something new, and possibly strongly inclined to stop thinking about your gathering for one second longer. That happens.

But after you have a chance to catch your breath, it can be extremely helpful to do some reflection and debrief with your team.



Self-Evaluation and Debrief List

What happened?

What were the highlights and things to celebrate?

What didn't seem to work?

What lessons have been learned?

What can we do to make the next event better?

Evaluate each of the 7 Cs at your event:

1.) Crafting accessible spaces.

2.) Culturally responsive from start to finish

3.) Celebrating sobriety

4.) Caring for the environment

5.) Committing to nutritious food and drink options

6.) Clean air

7.) Continually follow public health guidelines.

Salamat, gracias, gunalchéesh and thank you for your feedback!

Self-Evaluation and Debrief List

Participant Evaluation Form

What worked well at this event?

What didn't work and how could it be improved?

Do you have any general comments or feedback?

Please evaluate each of the following elements of a healthy and inclusive event. Were your needs met?

- 1.) Crafting accessible spaces.
- 2.) Culturally responsive from start to finish.
- 3.) Celebrating sobriety
- 4.) Caring for the environment
- 5.) Committing to nutritious food and drink options
- 6.) Clean air
- 7.) Continually follow public health guidelines.

Salamat, gracias, gunalchéesh and thank you for your feedback!



Inclusive & Healthy Events

BUILDING FOR BELONGING

Commitment Agreement Signature Page

Thank you for taking the time to review the contents of this toolkit. We hope that you have found this framework helpful when envisioning future events in Sitka. One of the aims of this toolkit is to provide a comprehensive strategy for organizing events, taking into consideration the diverse community that will be present.

As you plan your community event, we hope that in support of this overall concept, will build on a quality experience for public events for all, centered around inclusiveness and health.

If your organization chooses to implement this toolkit, we encourage signing this document in representation of your formal commitment to upholding the seven components when planning and hosting all current and future events. Although not all the components will be applicable at all events, we suggest utilization of them whenever possible for consistency in best practices.

Thank you for your commitment to building healthier, more inclusive events for the community of Sitka!

The _____ with signature of this document, commits to incorporating the seven health-centered, inclusive-building components of this toolkit when planning and hosting all current and future public events, whenever possible, for the community of Sitka.

Organization Representative 1

Organization Representative 2

Organization Name

Date

MEETING VENUES

Organization	Space	Capacity	Email	Phone
Harrigan Centennial Hall	Auditorium	500-800	cityofsitka.com/government/departments/centennial/index	(907) 747-4090
Harrigan Centennial Hall	Meeting Room 1	100	cityofsitka.com/government/departments/centennial/index	(907) 747-4090
Harrigan Centennial Hall	Meeting Room 2	50	cityofsitka.com/government/departments/centennial/index	(907) 747-4090
Harrigan Centennial Hall	Meeting Room 3	60	cityofsitka.com/government/departments/centennial/index	(907) 747-4090
Harrigan Centennial Hall	Meeting Room 5	50	cityofsitka.com/government/departments/centennial/index	(907) 747-4090
Harrigan Centennial Hall	Meeting Room 6	100	cityofsitka.com/government/departments/centennial/index	(907) 747-4090
Sitka Fine Arts Camp	Performing Arts Center	600	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Odess Theater, Allen Hall	200-300	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Del Shirley Room, Allen Hall	50-75	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Pink Room (Classroom)	75	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Yaw Arts Building (3 Classrooms)	50	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Yaw Chapel	50	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Sweetland Dining Hall	150-175	fineartscamp.org	(907) 747-3085
Sitka Fine Arts Camp	Classrooms, small spaces	50	fineartscamp.org	(907) 747-3085
Sitka Tribe of Alaska	Sheet'ka Kwaan Naa Kahidi	230-299	Sitkatribes.org	(907) 747-3207
Hames Wellness Center	Gym	200-400	fineartscamp.org	(907) 747-3085
Hames Wellness Center	Dance/Aerobics Room	20	fineartscamp.org	(907) 747-3085
Alaska Native Brotherhood	ANB Founders Hall & Kitchen	120	nps.gov/places/alaska-native-brotherhood-hall	(907) 747-4562

MEETING VENUES, cont'd.

Organization	Space	Capacity	Email	Phone
Alaska Raptor Center	Lobby & Auditorium	100+	Alaskaraptor.org	(907) 747-8662
Allen Marine	Allen Marine Catamarans	100-150	Allenmarinetours.com	(907) 747-8100
Aspen Hotel	Raven Room	50	Aspenhotelsak.com/sitka	(907) 747-3477
Aspen Hotel	Board Room	10	Aspenhotelsak.com/sitka	(907) 747-3477
Channel Club	Channel Club Restaurant	150	Sitkachannelclub.com	(907) 747-7440
Coliseum Theater	Coliseum Theater	225	Sitkamovies.com	(907) 747-0646
Mean Queen Restaurant	Restaurant, bar, and stage space	90	Meanqueensitka.com	(907) 747-0616
Sitka Lutheran Church	Fellowship Hall	180	Sitkalutheranchurch.com	(907) 747-3338
Sitka Lutheran Church	Upper Room	40	Sitkalutheranchurch.com	(907) 747-3338
Sitka Sound Science Center	Classroom, Aquarium, and other spaces	Contact for details	Sitkascience.org	(907) 747-8878
Swan Lake Senior Center	Swan Lake Senior Center	70-100	Csak.org/sitka	(907) 747-8617
Fisherman's Quay	The Loft	40-45	Fishermansquay.com	(907) 747-3557
Totem Square Hotel & Marine	Small meeting space	20	Totemsquarehotelmarina.com	(907) 747-3693
University of Alaska Southeast- Sitka Campus	Classroom, small spaces	10-120	Uas.alaska.edu/Sitka	(907) 747-7700
United Methodist Hall	Fellowship Hall	40	Umcsitka.com	(907) 747-8775
Westmark Hotel	Council Room (Banquet)	70-175	Westmarkhotels.com/sitka-hotel	(907) 747-6241
Westmark Hotel	Founder's Room	30-80	Westmarkhotels.com/sitka-hotel	(907) 747-6241
Westmark Hotel	Speaker's Room	30-80	Westmarkhotels.com/sitka-hotel	(907) 747-6241
Westmark hotel	Meeting Suite	20	Westmarkhotels.com/sitka-hotel	(907) 747-6241
Westmark Hotel	Banquet Lobby	50	Westmarkhotels.com/sitka-hotel	(907) 747-6241

TRANSPORTATION

Transportation	Organization	Website	Phone
Public Bus	THE RIDE Public Bus Transit	ridesitka.com	(907) 747-7103
Public Bus	ParaTransit (Assisted Buses)	Ridesitka.com	(907) 747-7103
Ferry Shuttle	Sitka Tours	Sitkatoursalaska.com	(907) 747-5800
Taxi	738 TAXI	-	(907) 738-8294
Taxi	Baranof Taxi	-	(907) 738-4722
Taxi	Cummins Taxi & Tours	-	(907) 738-3079
Taxi	Martin's Taxi & Tours	-	(907) 738-0619
Taxi	Taxi Bumz	-	(907) 623-7824
Taxi	Toad's Taxi	-	(907) 738-9795
Water Taxi	Alaska Wild Coast	Alaskawildcoast.com	(907) 738-3901
Water Taxi	Compass Rose Charters	compassrosesitka.com	(907) 738-7165
Water Taxi	Four B Charters	Whalesinsitka.com	(907) 351-7483
Water Taxi	Jamestown Bay B&B, Water Taxi, & Fishing Charters	Jamestownbay.com	(907) 747-5643
Water Taxi	SeaMarine Wildlife Excursions	Sitkaseamarine.com	(907) 738-3724
Water Taxi	Sitka Fishing Excursions	Sitkafishingexcursions.com	(907) 738-3018
Water Taxi	Tongass Troll Tours & Taxi	Tongasstroll.com	(907) 738-2458
Car Rental	Avis Alaska	Avisalaska.com	(907) 966-2404
Bike Rental	Yellow Jersey Cycle Shop	Yellowjerseycycles.com	(907) 747-6317

MEDIA CONTACTS

Media Organization	Address	Website	Phone
KCAW Online Community Calendar	-	Kcaw.org/community-calendar	(907) 747-5877
KIFW/KSBZ - Alaska Broadcast Communications	611 Lake Street	Sitkaradio.com	(907) 747-5439
North Star Television	520 Lake Street	-	(907) 747-8200
Sitka Soup	3601 Halibut Point Road	Sitkasoup.com	(907) 747-7595
Raven Radio	2 Lincoln Street, Ste. B	Kcaw.org	(907) 747-5877

OTHER SITKA ORGANIZATIONS & SERVICES

Organization	Address	Website	Phone
City and Borough of Sitka	100 Lincoln Street	Cityofsitka.org	(907)-747-3294
Greater Sitka Chamber of Commerce	104 Lake Street	Sitkachamber.com	(907) 747-8604
Halibut Point Marine Services	4513 Halibut Point Road	Halibutpointmarine.com	(907) 747-1089
Harry's Custom Services	117 Granite Creek Road	Whitesalaska.com	(907) 966-2188
Our Town Catering	201 Katlian Street	Ourtowncatering.com	(907) 738-0056
SEARHC – Mt. Edgecumbe Medical Center	222 Tongass Drive	Searhc.org	(907) 966-2411
Sitka Conservation Society	201 Lincoln Street, Ste. 4	Sitkawild.org	(907) 747-7509
Sitka Economic Development Association	329 Harbor Drive, Ste. 212	Sitka.net	(907) 747-2660
Sitka Harbor Department	617 Katlian Street	Cityofsitka.com/government/departments/harbor	(907) 747-3439
Sitka Trail Works	801 Halibut Point Road	Sitkatrailworks.org	(907) 747-7244
Visit Sitka	104 Lake Street	Visitsitka.org	(907) 747-8604

*Thank you for participating and making
your events healthy and inclusive.*



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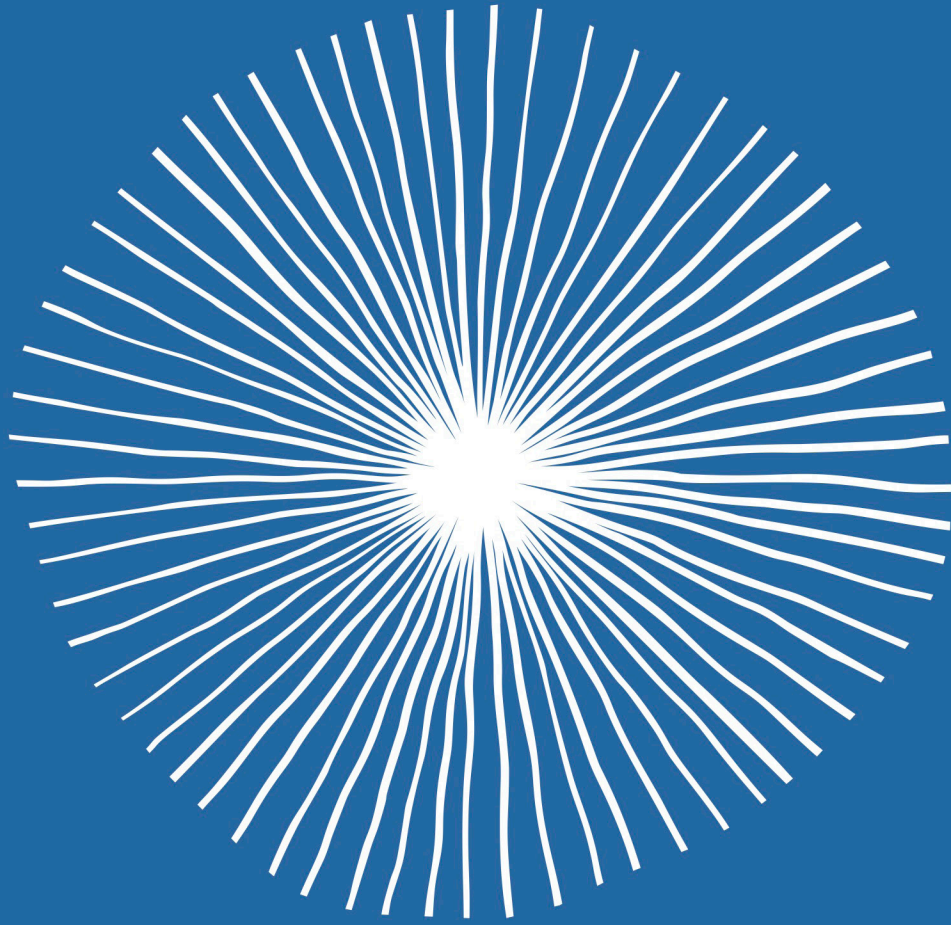


Continually Follow Public Health Guidelines



Inclusive & Healthy Events

BUILDING FOR BELONGING

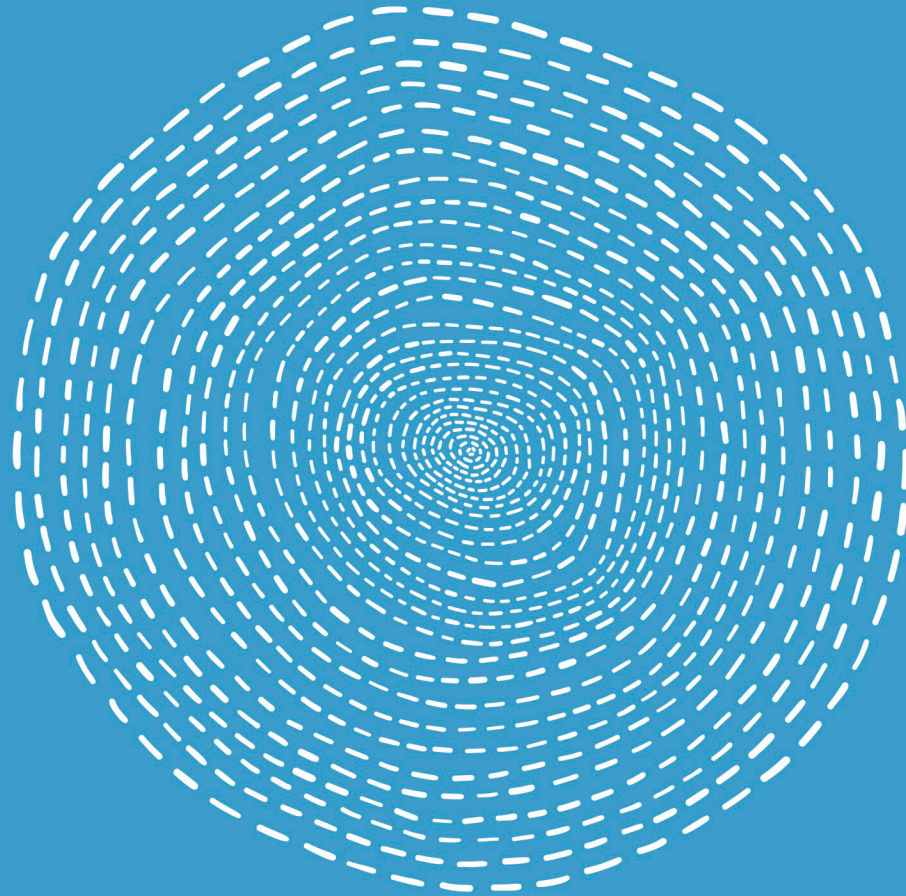


Crafting Accessible Spaces



Inclusive & Healthy Events

BUILDING FOR BELONGING



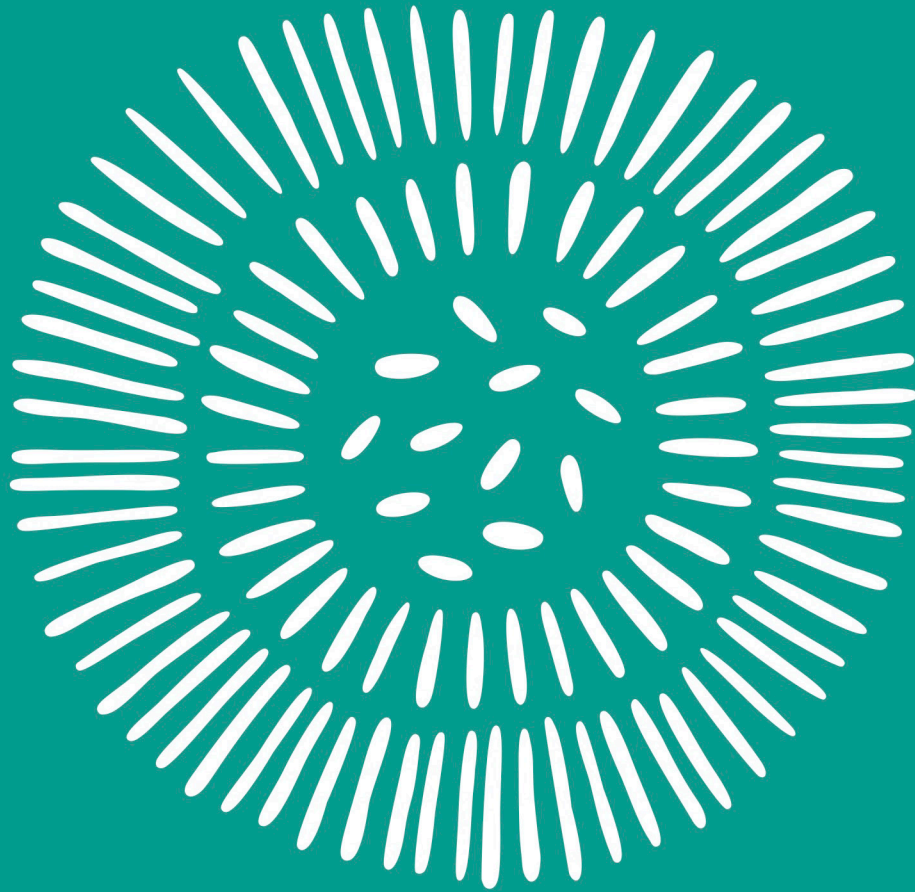
Culturally Responsive

from start to Finish



Inclusive & Healthy Events

BUILDING FOR BELONGING



Celebrating Sobriety & Reducing Harms



Inclusive & Healthy Events

BUILDING FOR BELONGING

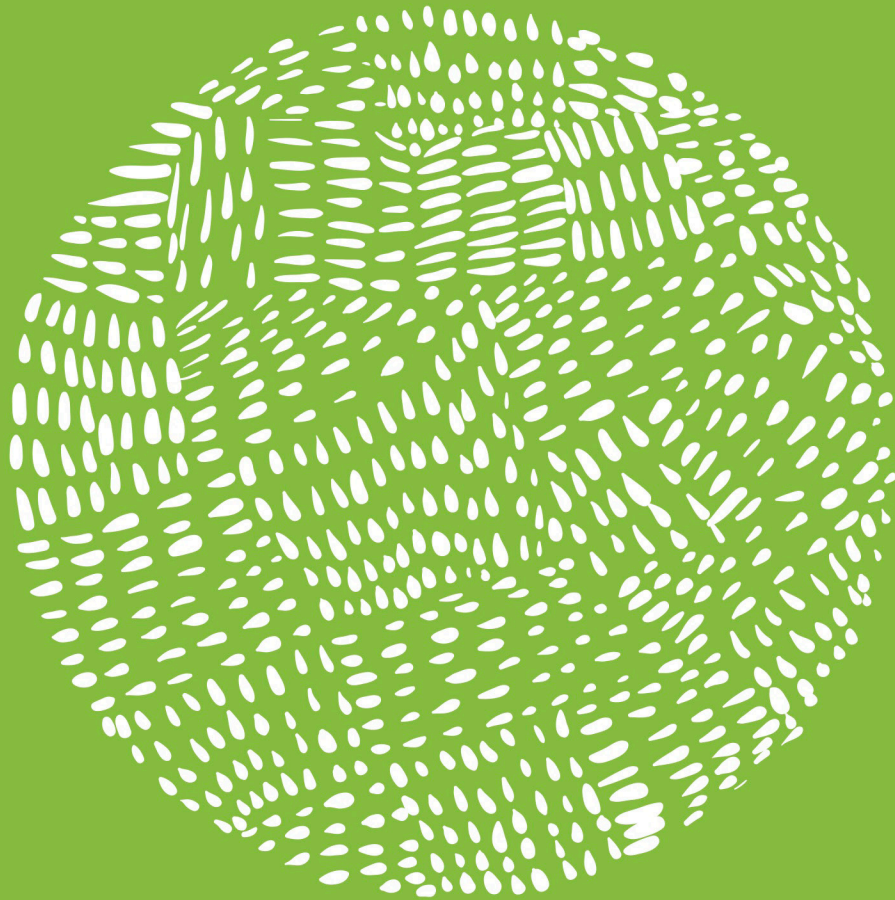


Caring for the Environment



Inclusive & Healthy Events

BUILDING FOR BELONGING

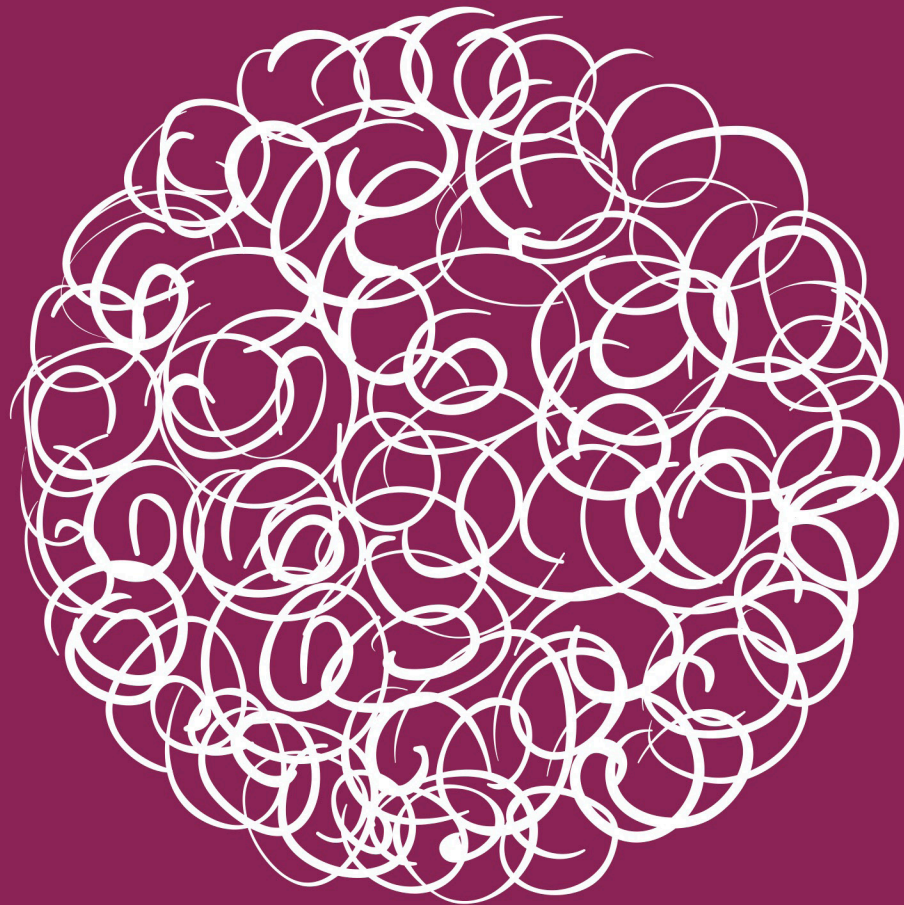


Committing to Nutritious Food & Drink Options



Inclusive & Healthy Events

BUILDING FOR BELONGING



Clean Air

(Thank you for not smoking
or vaping near entrances)



Inclusive & Healthy Events

BUILDING FOR BELONGING