



# ZERO WASTE EVENT CHECKLIST

## EVENT SERVICES, ZERO WASTE STATIONS, EVENT GREENING:

### ***Make a Zero Waste Plan***

- At least 30 days prior to event, order recycling, composting, and trash collection services.
- Request or create event signage for your bins.
- Order dumpsters or metal bins that have locks to avoid contamination or dumping.
- Map out where zero waste stations and debris stations will be located.
- Plan to purchase your event inventory around waste prevention (tip: this will lower disposal fees).
- Determine how materials will be monitored and sorted after the event.
- Schedule pickups for leftover food and other donations.
- Determine how materials will be transported from zero waste stations to debris boxes.

### ***Setting up zero waste (bin) stations***

- Stations should be clearly marked a visible above a crowd.
- Recycling, composting, and trash bins should always be grouped together with proper labeling.
- If you do use liners (compostable or plastic) at the end of the event, all material must be loose in the appropriate container. Liners should be removed and placed in the landfill if needed.

## FOODWARE AND HYDRATION STATIONS:

### ***Foodware***

- Plastic stirrers, toothpicks, and beverage plugs are banned. Acceptible alternatives include paper, wood, and other natural fiber.
- All food and beverage accessories like lids, cutlery, and napkins are to be provided upon request OR at a self-serve station.
- Distribution of single-use plastic straws including, compostable plastic ones are restricted. Acceptable alternatives include paper and other natural fiber.
- All straws may only be made available upon request i.e. behind the counter.
- Foodware provided must be reusable, recyclable, or compostable.
- Compostable foodware must be made of fiber only, GreenScreen Certified for safer chemicals, and BPI Certified Compostable.

### ***Hydration Stations***

- Hydration stations serve as an alternative for bottled and packaged water.
- Contact your permitting agency to find out how to access water for your event.

### ***Working with Food Vendors***

- Include zero waste requirements into vendors contracts.
- Educate vendors/janitorial staff/volunteers on the zero waste requirements and procedures.

## REUSABLES:

- Provide, lend, or sell reusable beverage cups to event attendees.
- Promote or incentivize attendees to bring their own reusable beverage cup.