



Working to Build Zero Waste Communities

Checklist for Planning a Zero Waste Event

Planning for the event:

- Make sure there is a volunteer or paid custodian who will be available at all times to empty waste station containers as they fill
- Establish location of waste station(s) for easy access and collection
- Review complete list of menu/food/drink items and in what containers each will be served with Eco-Cycle staff **before purchasing** for minimal trash
- Make sure the number of waste stations do not exceed number of volunteers who are willing to man the stations **throughout the entire event**
- If possible, collect specific samples of compostables and trash to be used at the event and put on posters to place above containers in waste station (compostables are often mistaken for trash and thrown away without samples)
- Waste Station (**arranged in the following order so that nothing but compostables are left to be deposited into compost bin at end of station**):
 - reusable tableware container (if washable items are used at the event)
 - one container for emptying liquids from bottles/cups
 - cup collection container (if washables are used at event)
 - one trash bin
 - one recycling bin
 - one compost bin
 - container for collecting reusable dishes/trays (if used at event)

When setting up facility for the event:

- Remove **all** trash receptacles other than one(s) in waste station(s) from **all areas** to which attendees will have access
- Post samples of unfamiliar compostables above/near compost bins
- Put waste station(s) in place (see above arrangement)