

EVENT CHECKLIST



Hosting a Toward Zero Waste event is simple with the right planning. Follow this checklist to get started!

PLANNING

- ☐ Let us know that you're hosting a Toward Zero Waste event; we can provide you with signage for your waste station, Toward Zero Waste logos for branding, and consultation services. [Get in touch](#).
- ☐ Book event waste hauling with SSC and let them know you're hosting a Toward Zero Waste event; [find their services here](#).
 - ☐ Group receptacles; recycling, composting, and landfill cans belong together.
 - ☐ Install less waste stations throughout the event; include waste stations on your event map, and bring plenty of signage.
- ☐ Paper products are compostable! Provide a waste station near the toilets and include signage that lets people know paper towels are compostable.
- ☐ Include water refill stations, and mark these on a map. Let all attendees know prior to arrival to bring a water bottle!
- ☐ Let vendors/caterers know your event is Toward Zero Waste; use these sample contracts to work with [vendors](#) or [exhibitors](#) that will be at your event.
 - ☐ Work with vendors/exhibitors and caterers to see if durable flatware and utensils are an option.
 - ☐ If durable flatware and utensils aren't possible, make sure all vendors agree to providing compostable service ware; [use this guide](#).
 - ☐ Implement a utensils & napkins by request policy.
 - ☐ Let vendors/caterers know how to handle food so we can recover it; [follow these guidelines](#).
 - ☐ Opt for waste-free drink options such as keg or growler pours into reusable cups.
- ☐ Train event staff on proper waste sorting.
- ☐ Recruit volunteers to monitor the waste stations; [use this example for volunteer recruitment and training](#).



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SET UP AND DAY-OF

- ☐ Train all your waste station volunteers before their shift begins on proper waste sorting.
- ☐ During set up, make sure to sort and dispose of cardboard, soft plastic, and anything else that is recyclable properly.
- ☐ Give vendors signs stating their service ware is compostable; [here are some that can be printed.](#)
- ☐ Keep a back stock of compostable cutlery and cups for vendors who brought non-compostable materials; [use this guide to determine the best options.](#)
- ☐ Set up your waste stations by grouping compost, recycling, and trash all together
- ☐ Include signage on all waste stations.
 - ☐ [Print your own compost posters](#)
 - ☐ [Print your own recycle posters](#)
 - ☐ [Print your own landfill posters](#)
 - ☐ [Print your own paper towel posters](#)
 - ☐ [Get in touch if you'd like posters from us - no charge!](#)
- ☐ Does your event have leftover food? [Refer to these guidelines to see if we can help recover and redistribute the food for you.](#)

Our Toward Zero Waste event consulting services are always free of charge. If you have any questions about how to make your event Toward Zero Waste, or want to learn about services we can provide to help you in the process, get in touch with us at TowardZeroWaste@SustainableConnections.org