

## Zero Waste Event Planning

The goal of zero waste is to send little or no waste to landfill or incineration. Zero waste events are a great first step for an organization to see what zero waste is all about. It's not that difficult to make your next event zero waste, it just requires some extra planning. Use the guidelines below to help make your next event a zero waste event. The guidelines can be used for any type of event: trade show, meeting, sit down meal, cocktail party, networking event, festival, concert, movie, etc. Once you have successfully organized a zero waste event, you may be ready to make your entire business zero waste!



## **Zero Waste Event Guidelines:**

- Event invitations and registrations – electronic instead of print.
- Exhibitor/vendor info packets and contracts – send electronically, notify exhibitors and vendors of the zero-waste policy.
- Event Signs - reusable or recyclable, printed on recycled paper, with vegetable based inks.
- Name badges – use reusable and/or recyclable.
- Event handouts - Minimize printed items, make handouts reusable (flash drive) or recyclable (paper), or provide link to downloadable materials. Print on both sides. Request that exhibitors remove all materials that they brought in.
- Serve food and beverages on washable dishware, or consider serving food that doesn't need plates or bowls.
- Use cloth, or unbleached and recycled paper napkins.
- Use local & organic food and beverage.
- Serve filtered tap water instead of bottled water.
- Encourage guests to only take what they will eat.
- Donate any leftover un-served food to a local food bank.
- Use remaining food waste for animal feed or compost.
- Zero Waste Stations – Determine in advance what waste items will be generated and how they will be separated (recycle, compost, etc.). Garbage bins may not be needed. Bins should be well labeled – pictures help! Cluster all bins for different materials together. Staffing may be needed at zero waste stations. Arrange in advance for collection of all items after event, so items are properly recycled or composted as intended.
- Custodial – Provide training prior to the event.
- Publicize the success of your zero-waste event afterwards!