



## Steps for Reducing Waste at Events



**1. VENDOR/CATERER EDUCATION**

**2. SELECT SORTING BINS**

**3. MAP VENUE & WASTE STATIONS**

**4. CREATE SIGNAGE**

**5. TRAIN STAFF & VOLUNTEERS**

**PRE-EVENT**

**6. SET UP SIGNS & WASTE STATIONS**

**7. EDUCATE**

**8. MONITOR WASTE STATIONS**

**DURING-EVENT**

**9. HAUL WASTE TO PROPER LOCATION    10. GAIN FEEDBACK & EVALUATE**

**11. PUBLICIZE EVENT SUCCESSES**

**POST-EVENT**

## Steps for Reducing Waste at Events

1. Vendor/Caterer Education
  - Send out information about what can and cannot be given out.
  - Include ordering information for foodware (compostable or recyclable).
  - Send information about how the vendors/caterers can participate in the reduction of waste.
2. Select Sorting Bins
  - Decide what type of waste stations you will use (dual recycling & trash, or tri - compost, recycling, & trash – NO SINGLE USE CANS!).
3. Map of Venue and Waste Station Placement
  - Design where the waste stations will go and share that map with the vendors/caterers and others involved with the event.
4. Create Signage
  - Make sure the colors, words, and images are coordinated for each waste stream.
  - Design signs to go on sorting bins and above waste stations.
5. Train Staff and Volunteers
  - Hand out information before the event so the staff & volunteers know how you are reducing waste & what the waste stations look like.
  - Conduct an in-person training to educate everyone about what items get sorted into which bins.
6. Set Up Signs & Waste Stations
  - Put waste stations in place according to map.
  - Install signs.
7. Educate
  - Announce the event's waste reduction efforts; include waste sorting info in program; talk to attendees-vendors-sponsors about waste reduction efforts.
8. Monitor Waste Stations
  - It's most effective to have people stand at each waste station directing people on what goes where.
  - Monitor for contamination and either sort material or trash the load and start with a new bag.
9. Haul Waste to Proper Location
  - Be sure there is no trash (<10%) inside the compost and recycling loads.
  - Take compost to municipal compost pile.
  - Take recycling to recycling drop off.
  - Take trash and contaminated loads to landfill.
  - Note the amount of each type of waste.
10. Gain Feedback and Evaluate
  - Calculate the diversion rate (amount of compost and recycling/amount of total waste x 100).
  - Discuss the challenges and successes with vendors, staff, and attendees.
  - Make a plan for the next event.
11. Publicize Event Success
  - Share your story with others!