



MAKE WAVES.

**ZERO WASTE EVENT
CHECKLIST**



**SUSTAINABILITY
ENGAGEMENT
INSTITUTE**

ZERO WASTE EVENT CHECKLIST

Before the Event

Task	Suggested Timeline
<input type="checkbox"/> Establish zero waste goals and set intentions <input type="checkbox"/> Contact SEI for resources and additional support <input type="checkbox"/> Determine location and communicate with venue admin. and custodial staff, inform them of intentions <input type="checkbox"/> Find sustainable vendors, draft contract, and inform vendors of zero waste standards.	3 Months Prior
<input type="checkbox"/> Contact any food vendors and request they use BPI-certified compostables and avoid single-use condiment packets.	8 Weeks Prior
<input type="checkbox"/> Purchase back-up compostable bowls, plates, cups and utensils for food <input type="checkbox"/> Develop a plan for leftover food	5 Weeks Prior
<input type="checkbox"/> Recruit Green Leader volunteers <input type="checkbox"/> Inventory waste stream, determine the bulk of material that will be discarded and research alternatives <input type="checkbox"/> Market and promote event as zero waste, avoid handouts or flyers <input type="checkbox"/> Train and organize volunteers	4 Weeks Prior
<input type="checkbox"/> Create reusable decorations, or purchase recyclable and compostable ones	2 Weeks Prior
<input type="checkbox"/> Develop waste stream logistics: number of sorting stations, bin sizes, high-traffic areas, routes to dumpsters.	1 Week Prior
<input type="checkbox"/> Set up sorting stations, label bins clearly and properly, develop plan for emptying and replacing bins	Day Of

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During the Event

Task

- Assign volunteers to sorting stations, rotate every hour
 - Line sorting bins with appropriate liners
 - Open line of communication with volunteers and custodial staff using walkie talkies
 - Sort bins throughout event to avoid contamination
 - Inform attendees of zero waste standards upon entry and announce frequently over speakers/intercom
 - Monitor sorting stations and periodically check in with volunteers
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After the Event

Task

- Implement food recovery plan
 - Pick up any remaining material around event
 - Do any last minute sorting
 - Meet with volunteers and staff to discuss success/concerns
 - Measure diversion and contamination rates
 - Celebrate your success!
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