

Zero Waste event checklist for the Memorial Union and Student Pavilion

Pre-event — Two months in advance

1. Event waste — Consider what waste will be produced from the event.
 - a. [Recyclable materials.](#)
 - b. [Common landfill items.](#)
 - c. [Food waste.](#)
 - d. Vendor materials — soft plastic, cardboard, giveaway items.
2. Waste stations.
 - a. The [Student Pavilion](#) ballrooms already provide recycling, compost and landfill bins.
 - b. If serving food in the [Memorial Union](#), request compost bins when placing your catering order.
 - c. Waste station setup and teardown will be handled by facility staff.
 - i. All leftover food from your event will be composted. Any unserved surplus catering food will be donated.
3. Catering.
 - a. Your catering coordinator can help you plan a menu to meet zero-waste goals. Consider ordering from the [ASU Catering Decidedly Green](#) menu.
 - b. Individually wrapped items are prohibited in the Pavilion. Instead, serve items in bulk.
4. Event volunteers.
 - a. Determine if the event requires volunteer bin guards to monitor stations.
 - b. Recruit volunteers through your department or [ASU Sun Devils Serve](#) to guard bins for proper waste disposal.
 - c. Email the [Zero Waste department](#) for volunteer training materials.
5. Communicate with vendors and attendees.
 - a. Attendees.
 - i. Provide information on all communications about zero waste efforts at the event.
 - ii. Example — This event will be a zero-waste event. Look for recycling and compost bins and sort items properly to help ASU divert waste from the landfill.
 - b. Vendors.
 - i. Discuss zero waste information with vendors and determine how they can best support through purchasing practices and eliminating bringing materials.

- ii. Provide vendors with a [recyclable items list](#) and include prohibited items.
 - iii. Encourage vendors to use recyclable materials at the event.
Consider drafting a vendor agreement based on what services you will provide and what items are acceptable for your event for vendors to bring.
 - iv. Require vendors to take back their soft plastics and other waste.
6. Certify your event as a [Green Event](#).

Pre-event — Days before to the morning of the event

1. Training and delegation.
 - a. Train staff and volunteers on how to properly dispose of waste in the venue.
 - b. Delegate who monitors bins.

During event

1. Announcement — Tell attendees it is a zero-waste event and to sort waste properly.
2. Monitor the waste bins and educate attendees when necessary.
3. Help vendors and volunteers.

Post-event

1. Meet with staff, vendors and volunteers to discuss success and improvements.

[Email the Zero Waste department](#) to ask questions or share your successes.