Zero Waste indoor event checklist

Pre-Event | two months in advance
1. Event waste | consider waste types your event will produce.
   a. Recyclable materials.
   b. Common landfill items.
   c. Food waste.
   d. Vendor materials – soft plastic, cardboard, giveaway items.
2. Waste stations.
   a. All ASU buildings provide recycling and landfill bins.
3. Order 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.
      i. Serve items in bulk to avoid individually wrapped food items.
   b. If using Aramark for catering and your order is for 100 or more, request a zero waste event on any campus to have a compost bin provided. Two week minimum lead time for request.
4. Event volunteers.
   a. Determine if the event requires volunteer bin guards to monitor stations.
   b. Recruit volunteers through your department or ASU volunteer match.
   c. Email the Zero Waste department for volunteer training materials.
5. Communicate with your 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 recycle 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 eliminate 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 vendors to bring.
iv. Require vendors to take back their waste such as soft plastic from giveaway items.

6. Certify your event as a Green Event.

**Pre-event | days before to morning of the event**

1. Training and delegation.
   a. Train staff and volunteers how to handle waste before, during and after the event.
   b. Delegate someone to monitor bins.
   c. Show bin guards how to correct sorting mistakes.

**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**

Meet with staff, vendors and volunteers to discuss success and improvements for future events.

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