

## Zero Waste off-campus event checklist

### Pre-event — Two months in advance

1. Event waste — consider waste types your event will produce.
  - a. Recyclable materials. Check with the municipality your event is located within to see potential waste materials.
  - b. Common landfill items.
  - c. Food waste — Check with the event coordinator if composting services are provided or if a company is needed.
  - d. Vendor materials — soft plastic, cardboard, giveaway items.
2. Waste stations.
  - a. Create a bin station plan with your venue.
  - b. Determine the number of waste stations needed. Use one waste station for every 50 attendees. One waste station includes a compost, landfill and recycling bin.
  - c. Contact your venue if additional bins are needed.
  - d. Place recycling, trash, and compost bins together to create waste stations.
3. Bin signs — Prepare [waste bin signs](#).
4. Event volunteers.
  - a. Determine if the event requires volunteer bin guards to monitor stations.
  - b. Use [ASU Sun Devils Serve](#) or recruit volunteers from your department to guard bins for proper waste disposal.
5. Communications.
  - 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 procedures and reference [ASU's Sustainable Purchasing Guidelines](#).
    - ii. Provide a list of recyclable and prohibited items. Check with the municipality the venue is located within.
    - 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 waste such as soft plastic from giveaway items.

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

1. Training and delegation.
  - a. Train staff and volunteers on how to handle waste before, during and after the event.
  - b. Delegate someone to place bins and pair bins properly.
  - c. Train bin guards on how to correct sorting mistakes.
  - d. If the venue does not manage the waste, determine who will remove the bins and dispose of the waste during and at the end of the event.

## **During event**

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

## **Post-event**

1. Ensure the delegate moves waste to the final disposal area.
2. 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 successes.