Zero Waste off-campus event checklist

Pre-Event | two months in advance
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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. Recruit volunteers from your department or ASU volunteer match 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 recycle 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 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 delegate moves waste to 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.