

Zero Waste outdoor event checklist

Pre-event | 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 | [Submit requests](#) for bins and services.
 - a. Downtown Phoenix, Polytechnic and West campus must choose Maintenance for the request type.
 - b. Use one waste station for every 50 attendees. One waste station includes a compost, landfill and recycle bin.
 - c. Determine where to centralize the waste once the event ends.
 - d. Submit a [Maintenance](#) request for final removal of all waste materials.
3. Catering.
 - a. Your catering coordinator can help you plan a menu that meets zero waste goals. Consider ordering from the [ASU Catering Decidedly Green](#) menu.
 - i. Serve items in bulk to avoid individually wrapped food items.
4. Bin signs | Prepare [waste bin signs](#).
5. 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.
 - c. Email the [Zero Waste department](#) for volunteer training materials.
6. 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 a list of [recyclable](#) and 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.
7. 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 place signs on bins and pair bins properly.
 - c. Train bin guards on how to correct sorting mistakes.
 - d. Delegate who will centralize the bins and waste for pickup after the event.
2. Layout, bins, bags.
 - a. Place recycle, landfill, and compost bins side-by-side.
 - b. Label bins correctly.
 - c. Use blue bags for blue bins.
 - d. Use black or clear bags for landfill bins.
 - e. Use green bags for compost bins.
 - f. Place bins near exits and throughout the venue.

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. Collect all borrowed materials and supplies in a set pick-up location.
3. Meet with staff, vendors and volunteers to discuss successes and improvements for future events.

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