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.
   b. If using Aramark for catering and your order is for 100 or more, request a zero waste event on any ASU campus to have a compost bin provided. Two week request minimum lead time for request.

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.