

# Zero Waste Event Guidelines

*Are you planning an event or activity? Put sustainability in place by looking for ways to reduce waste. Food and other waste take up our ever-shrinking landfill space. Simple steps such as recycling and using compostable products can significantly reduce your impact.*

*This guide is intended to help you plan a zero waste event - one where waste is reduced to the greatest extent possible. The recommendations will enable you to significantly reduce the environmental impacts of your event.*

## Getting started-

Good planning is essential to creating a successful zero waste event.

Identify areas where you can reduce or eliminate waste, then set goals for yourself.

## Event advertising-

- Use electronic media (email, post online) for publicizing the event
- Offer electronic registration
- Use flyers sparsely and post in areas where people tend to congregate
- Design signs that you can use at your next event - or use recyclable materials

## Handouts & Giveaways-

- Avoid mass distribution of printed materials. Consider making your materials or presentation available electronically
- If you must print handouts, print them double-sided
- Avoid lamination, unless you can reuse the material
- Provide and later collect reusable name badges
- Consider the environmental impact of freebies and their packaging
  - Give resource or energy efficient products
  - Give items that are usable, such as cloth bags, native plant seeds, & potted plants
  - Give products with recycled content

## Food & paper products at your event-

- Use RSVP's or registration to assist in forecasting a head count. Forecasting will help avoid food waste
- Use finger foods and serve food buffet-style
- Use washable or compostable tableware, cups, utensils, and linens.
- Buy in bulk to reduce packaging and cost.
- Provide incentives for attendees to bring reusable items (mugs, utensils, etc.)
- Seek caterers that can maximize the use of local, seasonal, and organic food and use recyclable packaging and as little packaging as possible.

## Collecting Recyclables, Compostables & Trash-

- Develop a plan for what and how materials will be collected
- Create (and staff, if possible) a disposal station (with trash, recycling, food recycling containers)
- Place small reusable signs on each table
- Clearly mark all containers with large, reusable signs
- Donate leftover food to a local food bank (if possible) or recycle it in the food scraps container

## Celebrate & Share Your Success-

- Bring a scale so you can weigh your recyclables and garbage to help tell your story
- Take photos of the event that will help demonstrate results
- Document your success
- Share results with event participants
- Share results at your next zero waste event ☺

Got questions? Need signs or more information? Contact the Recycling Hotline at (425) 587-3812 or [recycle@ci.kirkland.wa.us](mailto:recycle@ci.kirkland.wa.us).



	LEAST WASTE		MOST WASTE
<b>Food</b>	Finger foods served on reusable trays	Bulk foods served on reusable trays	Individually packaged foods
<b>Drinks</b>	Bulk drinks served in washable cups & glasses	Bulk drinks served in compostable cups*	Single-serving beverages in recyclable containers  Bulk drinks served in non-compostable (Starbucks-type) cups
<b>Coffee</b>	Coffee in reusable carafe	Coffee in Joe to Go box, cardboard recycled	All parts of Joe to Go box disposed of in trash
<b>Dishes</b>	Washable plates  Bring-your-own plate	Compostable plates*	Disposable plates (coated paper, plastic, Styrofoam)
<b>Cutlery</b>	Washable utensils  Bring-your-own cutlery	Compostable utensils*	Disposable plastic utensils
<b>Cups</b>	Washable cups  Bring-your-own cup	Compostable cups*	Disposable cups  Single-serve beverage containers
<b>Napkins</b>	Washable napkins	Paper napkins (compostable)	Paper napkins (disposed of in trash)
<b>Tablecloths</b>	Washable tablecloths	Recyclable paper tablecloth	Disposable tablecloth
<b>Condiments</b>	Bulk condiments in refillable containers		Individual serving condiment packages
<b>Waste Disposal</b>	Recycle all recyclable materials, put food & other compostables in food recycling container		Dispose of all waste in garbage
<b>Purchasing</b>	Forecast the head count to avoid waste. Use RSVP or registration to assist forecasting		Buy a large amount of food & paper products to ensure there is more than enough for everyone

\*made of PLA or coated with PLA.

PLA is a type of plastic that is derived from corn, many products made from PLA are accepted by Cedar Grove for composting.