

## Zero Waste Events Checklist:

### Before the Event

- Limit the number of giveaways (i.e. free samples, paper fliers).
- Make sure all items purchased for the event (i.e. banners, display materials, and operational materials) are reusable, recyclable, or compostable.
- Offer hydration station for water bottle refill when possible.
- If you will have vendors, review applicable regulations and share the vendor agreement in advance of the event.
- Ensure all foodware is BPI certified compostable per BMC 11.64 & use reusable foodware when possible
  - Consider the following questions.
    - How much of the waste generated will be compostable vs. recyclable vs. landfill?
    - How long is your event?
    - How many people will attend the event?
    - Where will most waste generation occur?
      - Anticipate where to set-up zero waste stations so it will be most convenient for event patrons to sort properly
      - Will you need to hire an event greening service to help educate event patrons on what goes where and to help you sort material after the event if patrons do not do a suitable job
- Provide Zero Waste staff a Zero Waste Event Plan.
- Include a map of where your Zero Waste Stations will be set-up (for event patron sorting).
- Work with Zero Waste staff to reserve ClearStreams
- Work with Zero Waste staff to reserve short term dumpster collection service for trash, recycle and compost, if not self-hauling.
- Include a map of where trash, recycling and composting dumpsters will be delivered (for final collection), if applicable.

### During the Event

- Ensure Zero Waste ClearStream Stations have been set-up appropriately and have clear signage so event patrons will be able to easily sort materials properly
- All stations should include three components: trash, recycle, and compost
  - There should be no stand-alone trash receptacles
- Compost ClearStreams should be lined with compostable bags, NOT plastic bags
- Recycling and trash ClearStreams should be lined with a clear plastic bag
- Ensure volunteers arrive on time and have been assigned to monitor waste sorting at stations and understand which materials go where.
- Ensure City litter containers have been covered
- Ensure vendors understand they must also sort the materials they generate
- Ensure vendors understand if they are expected to back-haul their trash, recycle and compost or if they can place it in the short-term dumpsters
- Ensure vendors are following the vendor agreement and are providing compostable or reusable foodware

### After the Event

- Place all compostables (i.e. food scraps, food-soiled paper, compostable foodware, clean cardboard) in the green compost bin.
- Place tied bags of trash in the correctly labeled (usually brown/gray) trash bin.
- Empty bottles/cans/plastic containers LOOSE into the blue recycling bin. Place plastic bags in the trash.
- Break down and flatten all cardboard. Place cardboard in the Paper/Cardboard Recycling bin, if applicable. If a Paper/Cardboard bin is not available, you may place cardboard in the compost.
- Retrieve and clean all ClearStream frames, lids, bins & extra bags from the site (your deposit will not be returned in full if you do not return the clean ClearStreams).
- Store ClearStreams and extra bags securely until you return them to 1201 2nd St.
- Event Organizer or Event Greener will send Zero Waste Staff an event recap with attendance, estimated waste generated and any other notable details from event.