

Planning a Zero Waste Event



Zero waste events aim to reduce solid waste and promote the use of reusable or compostable products. Macalester's commitment to become a Zero Waste institution by 2020 entails the diversion of waste from the landfill regardless of the size of the event. This document illustrates how to host a zero waste event and contribute to Macalester's Sustainability Goals.



What is zero waste? The ideal zero waste community sends nothing to landfills and incinerators and continually strives to reduce the volume of recyclables, compostables, and toxic/hazardous materials. In practice, Macalester adheres to the widely accepted Zero Waste International Alliance standard, which states that zero waste institutions divert 90% of waste from landfills and incinerators. Event planning is key to creating a zero waste event.

Before the event:

Create a communications strategy and confirm that materials are reusable, compostable, or recyclable.

Catering:

Bon Appétit

Eat Local: As the primary food service provider for the Macalester College campus, Bon Appétit provides catering services for on-campus organizations. Bon Appétit uses either reusable or compostable dishware at all campus events, aiding Macalester's zero waste initiatives. Visit their catering website here: <http://macalester.cafebonappetit.com/catering/>.

Eat Green: Ask your caterer for organic and/or local, seasonal foods for your event and include vegetarian options. Bon Appétit can help with this. If asked, they can provide table tents listing the local and/or organic foods.

MCSG Compostable Dishware Program

There is now a convenient and brand new way to get wholesale-priced compostable dishware, all at less than 10 cents per unit! This system allows faculty, staff, and student

organizations to request necessary quantities of compostables through a simple Google form. This program is a great way to purchase compostable dishware for an event of any size. Below you can find the link to the Compostable Dishware Order Form

https://docs.google.com/a/macalester.edu/forms/d/e/1FAIpQLSeYqmweNqY2m6grYTNMhlnit3g2YSV9k_shQUgWNZSwJrg4Yg/viewform

Other Catering tips:

- If using an off campus caterer, ensure that you work out logistics with them in advance. Ask them to withhold any plastic silverware/dishware and instead order through the *Compostable Dishware Program*. Make sure to order your compostable dishes at least 24 hours in advance!
- Favor bulk purchasing and buffet styles events to reduce waste.

Recycling and Composting:

What goes where?

Recycling: Macalester recycles plastics #1, 2, 4, 5, 7 paper, cardboard, glass, and metal cans.

Compost: Food scraps, all non-recyclable or soiled paper products (napkins, paper towels, tissues, paper plates, cups and food containers, paper milk and juice cartons, paper bags and waxed paper), coffee grounds, filters, tea bags, pizza boxes, and all disposable dishware from Bon Appétit!

Trash: Chip bags, condiment wrappers, butter packets, coffee creamers, styrofoam.

Other Tips:

- At large events, station trained volunteers or event staff near the bins to reduce contamination.
- If you are hosting an event but not reserving a space (such as a departmental gathering or student org meeting), contact Facilities Services to acquire the proper bins.

Communication:

Spread the word! Tell event participants what you have done. Include information about zero waste events on the event invitation. Communicating to participants the impact of a zero waste event will encourage other groups on campus to host zero waste events in the future. *During introductory and conclusionary remarks at the event, remind event participants that everything in front of them (plates, cups, silverware, etc), is*

compostable! Additionally, remind guests where the compost bins are located to ensure proper sorting.

Use paperless technology. Consider using electronic technology to cut down paper use. Create an event website; offer electronic registration and confirmation; and advertise using the Daily Piper and/or email. If paper pamphlets are necessary, make sure to print double sided and avoid mass distribution of the handouts.

At the Event:

Clear signage and communications.

Signage:

Make zero waste visible. One of the most important aspects of a zero waste event is clear signage. Displaying signage informing attendees that the event is zero waste will improve diversion rates and encourage proper sorting.



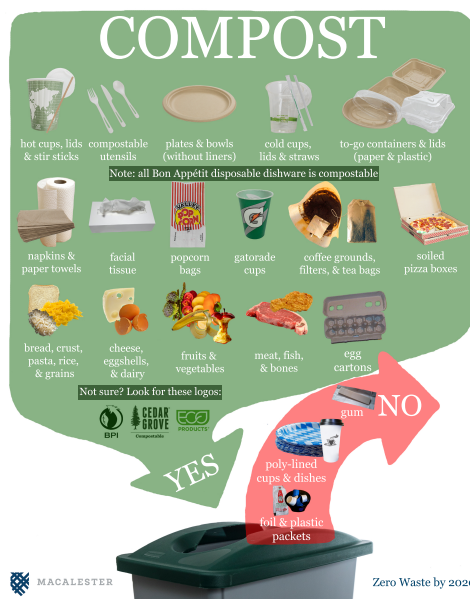
- Display ample signage throughout the event. Signs could be placed at the entrance, around the food/buffet table, or anywhere else you see fit! Facilities Services has a large zero waste event banner that you can use. Contact Kyle Wright (kwright2@macalester.edu). To print your own zero waste event banner, use this link: <https://drive.google.com/open?id=0B0SdTdZ7XeXscTJOektfVU5obEU&authuser=0>

- Here is a link to a table tent to display at your event: <https://drive.google.com/a/macalester.edu/file/d/0B0SdTdZ7XeXsR0VaZFduOUh2U2M/view?usp=sharing>
- Hang compost, recycling, and trash posters on or directly above the bins to help guests discern what goes where.
- To print your own composting, recycling, and garbage posters, use this link: <https://drive.google.com/a/macalester.edu/file/d/0B0SdTdZ7XeXsSkd5Z1ZueUh5ZmM/view?usp=sharing>

Inform:

Show pride in zero waste. Be proud that the event is waste free! Convey to the attendees the importance of reducing waste, and how it aligns with Macalester's sustainability goals.

- Please make an announcement at the beginning and towards the end of the event reminding attendees how to properly sort waste.
- Make sure that event staff is knowledgeable of zero waste principles so they can answer questions.



After the Event:

Celebrate and share your success! Share your zero waste story with the Sustainability Office for a chance to be spotlighted on the Macalester sustainability website. (<http://www.macalester.edu/sustainability/>)

Pulled from: <http://www.upenn.edu/sustainability/sites/default/files/Zero-Waste%20Event%20Guide%202014.pdf>