

# Hosting a Zero Waste Event



Tips, Guidelines, and Resources



## Advertise & Promote

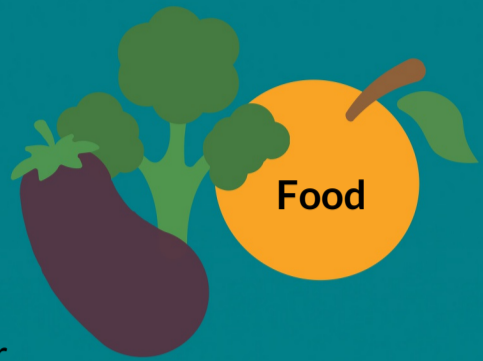
- Use social media
- Email your invitations
- Create eye-catching signage out of found materials (e.g. old sails, pallets) or sidewalk chalk



## Venue Choice

- Use centerpieces and decorations that are living or reusable
- Compost food waste
- Locate within walking distance to public transportation

Bus Stop



## Food

- Provide food with minimal packaging
- Find local farmer partners



## Utensils

- Provide durable or compostable dishes, cutlery and napkins



## Setting Up

- Provide recycling bins with visual examples of items
- Locate few trash bins in less accessible places
- Do not decorate with balloons!



## BYO: Bring Your Own

- Tell guests to bring their own reusable bottles or mugs
- Ask guests to wear their work name badges or bring one from a previous event



## Gifts/ Souvenirs

- Avoid souvenirs that are of low value and will be thrown away
- Offer raffle/door prizes of high value items
- Give away coupons to local ice cream shops or movies



## Offset Carbon Emissions

- Offset the carbon emissions you are not able to reduce from your event
- Support carbon reducing projects from through TerraPass and Carbonfund.org



## Reflection & Celebration

- Reflect with co-workers about successes and challenges
- Celebrate the success of your first Zero Waste Event



Start planning your next event!!

