

The background of the slide is an underwater photograph looking up at the water's surface. The water is a clear, vibrant blue, and the surface is covered in intricate, shimmering ripples and light patterns. The overall effect is serene and clean.

Large Event Waste Management

1

STEP ONE

Planning



i

SOURCE REDUCTION

- 1) Use re-usable dishware instead of plastic cutlery
- 2) Use Bulk Dispensers rather than individual packets for condiments

ii

FOOD RECOVERY

- 1) How can you collect food that would be disposed of and donate it instead?
- 2) Can you coordinate with vendors to enlist their services in donating food?



COMPOSTING

- 1) Determine which food can be composted: fruit and vegetables, paper, plant-based plastics and waxed paper are some examples of materials that can be composted.
- 2) When catering for these events, plan to have bins specially allocated for whatever materials are compostable.

iv

STAYING WITHIN BUDGET AND UPCYCLING

- 1) Consider reaching out to zero waste sponsors to get additional funding for your event.
- 2) If materials can be upcycled, provide preference to using these materials. Some examples include glassware, cutlery, and event specific waste.

2

STEP TWO

Operations and Logistics



i

VENUE SELECTION

- 1) Some venues will be easier to coordinate "Zero Waste" events in rather than others
- 2) Venues that allow for space and storage of multiple recycling and composting bins will help reduce food and material waste.

ii

OUTSOURCING

- 1) Many companies provide services for waste removal/composting/recycling.
- 2) Communicate with current waste removal system to clarify the restrictions on each category of waste.
- 3) Make sure the guidelines on recyclable/compostable content gets transferred into signage for the event.
- 4) Verify that the company has the facilities to train any company employees at the event to ensure that they are aware of these restrictions and the appropriate manner in which to dispose waste.



SOURCES FOR MATERIALS

- 1) Ensure that Recyclable materials are BPI certified.
- 2) Where possible, choose to use reusable materials such as cutlery, tablecloths, and decorations. This may require additional coordination with your caterer.

iv

WASTE STATIONS

- 1) Optimise locations of your waste stations. For an example, place most of your waste stations around where food is being served.
- 2) Base the type of waste station off of what type of material you are using: for an example, if there are going to be compostable plates and utensils rather than recyclable ones, consider having more compost bins in relation to recycle bins.
- 3) Provide a liquid dumping container to better separate compostable material.

V

TRACKING

- 1) Establish a system for tracking and measuring waste generated to give you an idea of how to plan more effectively for large events in the future.
- 2) This can either be done by weight or by the number of bags collected.

3

STEP THREE

Communication and Promotion



i

INVITATIONS AND MARKETING

- 1) Use ~~electronic invitations to market the event.~~
- 2) Remind attendees that they do not need to print out invitations since this is a "Zero Waste" event.
- 3) Encourage guests to bring their own reusable mugs or water bottles for beverages.
- 4) Promote disposal methods that will be available at the event so guests are aware of it beforehand.

ii

VENDORS AND CATERERS

- 1) Provide an information packet to all vendors about the event's zero waste objectives, communicating the waste plan for the event.
- 2) Inquire about what vendors will be selling, what packaging is involved to better plan about how their waste will be disposed of
- 3) Plan plated set meals as they generally reduce waste
- 4) If reusable plates and dishware will be provided, communicate this to vendors ahead of time.
- 5) If reusable plates are not an option, consider compostable plates.
- 6) Consider having vendors sign a zero waste agreement.



EDUCATING VOLUNTEERS

- 1) Communicate to volunteers what a zero waste event is and what the goals of the event are.
- 2) Communicate to volunteers that their primary purpose is to ensure that the waste goes into the correct receptacles.
- 3) Train volunteers so that they have knowledge to engage attendees who want to know more about zero waste.
- 4) Take notes on common items that go into the wrong bin, in order to better prepare signage for the next event.

iv

PREPARE RESUABLE SIGNAGE

- 1) Prepare ~~signage~~ from materials that are recyclable or compostable.
- 2) If possible, make signage that is reusable at other events.

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STEP FOUR

Day of the Event



i

SETTING UP

- 1) Set up waste and signage in the appropriate area.
- 2) Station volunteers at waste stations
- 3) Check for contamination before formally disposing of waste

ii

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- 4) Remind guests during the event of the "Zero Waste" aspect.



WRAPPING UP

- 1) Ensure that all waste is sorted into the correct containers.
- 2) Weigh the amount of compost/recyclable materials generated.
- 3) Debrief and remember to thank your volunteers!

CONGRATULATIONS!

You have just completed planning and organising
your
"Zero Waste" event!