



Small Event Waste Management

1

STEP ONE

Planning



i

WASTE REDUCTION GOALS

- 1) Consider the waste disposal infrastructure in place and points of intervention to prevent waste from reaching landfills.
- 2) Plan to use reusable or repurposed materials.
- 3) Rent out recycling and composting bins from local vendors if necessary.

ii

TRAINING STAFF

- 1) Run through a list of what is compostable and recyclable, and how to properly dispose of these materials.
- 2) Ensure that there are clear procedures that every new shift can follow
- 3) Include the motivation behind making the event "Zero Waste". Share why their efforts matter.

2

STEP TWO

During the Event



i

INTRODUCE "ZERO WASTE" MISSION

- 1) Make an official announcement to attendees during the event that the event is "Zero Waste"
- 2) Display clear signs on locations of recycling and composting bins, and how to properly dispose of waste.

ii

USE REUSABLE DECOR

- 1) Use Decor that contains recyclable or compostable material.
- 2) If possible, use the same signage for more than one event.



PROVIDING BINS

1) Set up rented composting and recycling bins from local waste management services to provide these bins as needed.

2) Staff the wait stations with volunteers to ensure proper disposal and no cross contamination of waste to maximise the amount of waste that can be recycled.

3

STEP THREE

After the Event



i

SORTING WASTE

- 1) Tear open and sort dry waste bags to prevent contamination. Remember to wear gloves when doing so.
- 2) This will also provide an indicator of whether the "Zero Waste" mission caught on.

ii

GET FEEDBACK

- 1) Get feedback on what worked and what was ineffective to improve upon planning for next time by debriefing with staff and volunteers.
- 2) If necessary, survey attendees about their participation in the zero-waste event.

CONGRATULATIONS!

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