

# ZERO WASTE CHECKLIST

## PLANNING

- Communicate the event electronically (email and social media) and provide electronic agenda to reduce waste.
- If available, use reusable plates and cups rather than disposable.
  - Consider asking attendees to bring their own mug/plate/utensils
  - Choose compostable cups, plates, and utensils (link to what are good options)
  - When working with WWU catering, consider paying a little bit extra to have real dishes, eliminating waste and classing up your event.
- When planning food purchases, make an accurate estimate of attendees to minimize waste and cut costs.
- Eliminate single-serving/single-use items
  - Opt for bulk rather than single-serving/single use items (coffee creamer, condiment packages, tea in foil wrappers, candy wrappers, chip bags)
- Identify closest compost and recycle bins to your event
  - Will you need extra bins or compost bag?
    - Talk to custodial staff.
- Print signs or checkout signs at VU Information Desk indicating how to properly dispose of waste.
- Advertise your event as Zero Waste

## DURING YOUR EVENT

- Transition existing trash bins into a compost bin by lining with compostable bag and labeling as compost. Consolidate waste bins into one area if applicable.
- Announce Zero Waste goals to attendees. Let them know what is compostable and recyclable and where to put them.
- Take pictures and share with Zero Waste Western.
- Bring containers to take home leftover food.

## AFTER THE EVENT

- Double check compost and recycle bins for contamination
- Reflect and report the success of your event to [zerowaste@wwu.edu](mailto:zerowaste@wwu.edu)
- Consider successes and problems in order to improve your next event



Contact Zero Waste Western at [ZeroWaste@wwu.edu](mailto:ZeroWaste@wwu.edu) for assistance