



## Zero Waste Event Greening Guide

### Congratulations on hosting a zero waste event!

Zero waste means reducing the amount of waste generated at your event (to almost none) and planning ahead to make this possible. The extra effort will pay off as it will make you and everyone feel good about your commitment to the environment. You may also inspire others do the same! Follow this step-by-step guide for a successful zero waste event.

### Event Greening Checklist

#### **2-3 weeks before the event:**

- Plan to rethink, reduce and reuse when thinking about event food, decorations and supplies.
  - Here are some ideas:
    - ✓ Choose finger foods and vegetarian foods
    - ✓ Choose foods that have the least amount of packaging and buy bulk
    - ✓ Serve beverages in ceramic mugs or drinking glasses
    - ✓ If you *must* purchase disposable cups and plates, buy ones made from paper or other biodegradable material.
    - ✓ For crafts, decorations and other activities, plan to borrow, reuse and recycle supplies instead of buying new.
  
- Plan to recycle or compost all of the waste that you do generate.
  - There is a local company in Victoria called ReFUSE that works with you to achieve your zero waste goal! They accept most things that Capital Regional District (CRD) recycling does not take including soft plastics, tin foil and Styrofoam. Their compost accepts: fruit and vegetable scraps, eggshells, bread, cereal, grains, baked goods, soiled napkins, paper towels and tissues, soiled paper food packaging, used paper cups and plates, coffee filters and grounds, tea bags, pizza boxes. They will also provide advice, bins (for \$20 each) and bags, drop off and pick up. Visit them at [www.refuse.ca](http://www.refuse.ca), or talk to them at 1-866-733-8732 or [info@refuse.ca](mailto:info@refuse.ca).
  
  - Get some help! Recruit volunteers to help you on the day of the event. You might need help with set-up and clean-up, floaters during the event to collect garbage from attendees and place them in proper bins.

#### **One week before the event:**

- Plan your recycling/composting strategy.
  - Find several large bins/containers (blue bins and Rubbermaid bins work great) for key locations at the venue such as the kitchen, food area, entrance/exit, craft

tables etc. For example, for the kitchen and/or food prep area plan to have a container for compost (food waste, paper waste), city recycling (glass, plastic, metal), and other recycling (soft plastic, Styrofoam)

- To encourage people to get used to not creating garbage, it's a good idea to remove the garbage cans. You can temporarily convert them into recycling bins or hide them.
- Familiarize yourself with what goes in CRD recycling (blue bin): clean paper (e.g. newspapers, cereal boxes, toilet paper rolls, paper egg cartons), Hard Plastic (e.g. baked goods containers, yogurt containers, plastic milk jugs), Glass (e.g. food jars, juice bottles), Metal (e.g. lids, foil plates, soup cans). The City does not take soft plastic (plastic bags, garbage bags, food wrap) or any paper products with food residue (e.g. plates, cups, napkins, greasy pizza boxes), but Refuse does.
- Remember the goal is to reduce the amount of waste we generate before thinking about how to dispose of or recycle it!

### **One day before the event:**

- Gather your materials.
  - Prepare educational signs for the bins and walls (eye-level) at the event venue. Pre-made signage is available in this package.
  - Call reFUSE to confirm bin delivery and drop off location.
  - If food prep is happening the day before, make sure that compost and recycling bins are present, well-marked and explained.

### **An hour before the event:**

- Set-up and get ready.
  - Provide a quick training for volunteers about bin locations and sorting rules.
  - Check-in on the food prep crew to ensure they know about the bins and their purpose, and what goes in each bin.
  - Talk to the MC/facilitator about making an announcement about your greening goals.
  - To reduce sorting, have as few different bins as possible. For example, if your event only uses food, paper plates and paper cups, then all you need are compost bins.

### **During the event:**

- Get as many people as possible to recycle/compost!
- Talk to people about zero waste

### **After the event:**

- Get as many people as possible to help with clean-up!
- Ensure green bins are transported back to their pick-up location for reFUSE.
- Thank everyone for their help, and congratulate yourself on a job well done!