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

Food
- Provide food with minimal packaging
- Find local farmer partners

Setting Up
- Provide durable or compostable dishes, cutlery and napkins
- Provide recycling bins with visual examples of items
- Locate few trash bins in less accessible places
- Do not decorate with balloons!

Utensils
- 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

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

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Start planning your next event!!

Green Office UNE