

Zero Waste indoor event checklist

Pre-event — Two months in advance

1. Event waste — consider the types of waste your event will produce.
 - a. [Recyclable materials.](#)
 - b. [Common landfill items.](#)
 - c. [Food waste.](#)
 - d. Vendor materials — soft plastic, cardboard, giveaway items.
2. Waste stations.
 - a. All ASU buildings provide recycling and landfill bins.
3. Order catering.
 - a. Your catering coordinator can help you plan a menu to meet zero-waste goals. Consider ordering from the [ASU Catering Decidedly Green](#) menu.
 - i. Serve items in bulk to avoid individually wrapped food items.
4. Event volunteers.
 - a. Determine if the event requires volunteer bin guards to monitor stations.
 - b. Recruit volunteers through your department or [ASU Sun Devils Serve.](#)
 - c. Email the [Zero Waste department](#) for volunteer training materials.
5. Communicate with your vendors and attendees.
 - a. Attendees.
 - i. Provide information on all communications about zero waste efforts at the event.
 - ii. Example — This event will be a zero-waste event. Look for recycle and compost bins and sort items properly to help ASU divert waste from the landfill.
 - b. Vendors.
 - i. Discuss zero waste information with vendors and determine how they can best support [through purchasing practices](#) and eliminate bringing materials.
 - ii. Provide vendors with a [recyclable items list](#) and include prohibited items.
 - iii. Encourage vendors to use recyclable materials at the event. Consider drafting a vendor agreement based on what services you will provide and what items are acceptable for vendors to bring.
 - iv. Require vendors to take back their waste such as soft plastic from giveaway items.
6. Certify your event as a [Green Event.](#)

Pre-event — Days before to the morning of the event

1. Training and delegation.
 - a. Train staff and volunteers how to handle waste before, during and after the event.
 - b. Delegate someone to monitor bins.
 - c. Show bin guards how to correct sorting mistakes.

During event

1. Announcement — Tell attendees it is a zero-waste event and to sort waste properly.
2. Monitor the waste bins and educate attendees when necessary.
3. Help vendors and volunteers.

Post-event

Meet with staff, vendors and volunteers to discuss success and improvements for future events.

[Email the Zero Waste department](#) to ask questions or share your success.