

Zero Waste Event Planning Worksheet



Tired of trash? Use this worksheet to plan your next event!

Event Name & Location _____ Date _____

Prepared by _____ Purpose _____ # Guests _____

Goal (how little waste do you want?) _____

Considerations: low med high low med high

Follow the step-by-step process outlined below and make your next event zero waste, or darn close. Each category has a list of options. Select the option that best fits your goal. Remember that catered events and renting dinnerware cost more. Washable ware, committee-sponsored events and more bins require more time.

Give it a try, have fun, and remember - a new habit begins with a step in the right direction!

| | | |
|--------------------------|---|--|
| Step 1: Communication | Invitations/ Announcements <i>Select one or more</i> | Send invitations via email or post online. Provide signs announcing zero waste. Ask the speaker to make a short announcement at the beginning of the event explaining zero waste. |
| | | |
| Step 2: Materials | Will there be prizes/awards?¹ Yes No | It will be an experience. <i>least amount of waste top to bottom</i> It will be made from recycled material(s). It will be recyclable. It will be a regular item. |
| | Will there be decorations? Yes No | I will use things I already have (or borrow). <i>least amount of waste top to bottom</i> I will create new things that can be reused. They will be recyclable. They will have a one-time use. |
| Step 3: Food & Drink | Will there be food? | Yes No (proceed to step five on page 2) |
| | Catered <i>(highest cost)</i> Committee Provided Potluck <i>(lowest cost)</i> | Finger foods served on reusable trays. <i>least amount of waste top to bottom</i> Bulk foods served on reusable trays. Individually packaged foods. |
| | Will there be drinks? | Yes No |
| | Hot Cold | Bulk drinks served in washable cups and glasses. Bulk drinks served in paper cups for composting Single-serve beverages in recyclable containers. |

Zero Waste Event Planning Worksheet - Continued



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| Step 4: Food & Drink Supplies | Dishes | Washable plates Washable utensils Rented plates & utensils | Compostable utensils Paper plates (compostable) Disposable plastic utensils |
| | Cups | } | <i>Refer back to step 3.</i> <i>Select one or more</i> |
| | Linens | | |
| Step 5: Bins & Signs | Bins & Signs <i>Enter the number of bins/signs you will need. You may have to refer to previous steps.</i> | <input type="checkbox"/> Food waste <input type="checkbox"/> Garbage <input type="checkbox"/> Mixed paper recycling <input type="checkbox"/> Containers recycling | <input type="checkbox"/> Pour Liquids <input type="checkbox"/> Washable linens <input type="checkbox"/> Reusable cups/mugs <input type="checkbox"/> Reusable plates/utensils |
| Step 6: Volunteers | Need Volunteers? Yes No | _____ <i>Enter the number of volunteers needed based on earlier assessment of bins and guests.</i> <i>Hint: you may need one volunteer per station (3 stations = 3 volunteers)</i> | |
| Step 7: Disposal | Waste Disposal | Take compostables to Silver Springs Organics. <i>(required for meat, dairy or food-soiled paper items)</i> Put food compostables in organics cart for pickup. Take fruit/veggie waste to a worm bin <i>(if quantity is very low)</i> . Dispose of food waste in garbage <i>(not zero waste)</i> . Take recyclables to a city building. | |
| Step 8: Contact | Contact | 1 Visit the venue beforehand to learn the lay of the land. 2 Call Waste ReSources to arrange for bins, bags and signs. 3 Contact the caterer, if applicable. 4 Begin contacting volunteers and staff members. 5 Train volunteers and staff members. | |

Record your results and learning for next time:

Measure your waste (hint: compare to ball sizes): _____

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