

# Zero Waste Event Guide

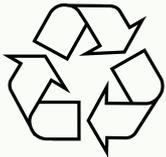
Use these guidelines and strive for a Zero/Low Waste event!

## Decorations, Giveaways and Supplies



- Reusable items are best, or compostable/paper items should be used along with composting services. Ensure items are BPI or ASTM 6400 certified compostable. Source examples follow with hyperlinks to vendor websites:
  - **Plates:** Chinet brand 100% paper @Costco, Target or Jewel
  - **Cold Cups:** [Webstaurant](#) (Dart Solo wax based)
  - **Hot Cups:** [Webstaurant](#) (EcoChoice)
  - **Utensils:** [Webstaurant](#) (EcoChoice bamboo/wood)
  - **Straws:** [Great Lakes Straw](#) or [Webstaurant](#) (EcoChoice)
  - **Napkins:** Any brand or color may be composted
- Other vendor options: [Onyx](#) Company (ships from Chicago), [Preserve](#), World Centric, Green Home, Whole Foods
- Avoid/minimize plastic tablecloths, straws, #6 hard plastic cups (Solo cups), and polystyrene (Styrofoam), none of which may be recycled with “regular” recycling
- Avoid/minimize single-use decorations/promotional/giveaway items, i.e. plastic trinkets, balloons

## Composting & Recycling



- Create a 4-bin “Sorting Station” at your event: compost bin, recycling bin, garbage bin, liquids bin
  - Staff the Sorting Station (with volunteers or paid staff) to guide users and minimize contamination in each bin
  - Provide clear signage for each bin with visual examples of all items to be sorted
- [Collective Resource](#) in Evanston (847.733.7665) offers composting services, staffing, and 5-gallon buckets and 32-gallon totes to capture food scraps and paper/compostable items
- Use Save the Food’s [guest-imator](#) to help determine how much food will be needed
- Take home or donate leftover food and decorations/promotional items when possible

## Communication and Documentation



- Communicate waste reduction efforts ahead of the event to organizers, within the event invitation, email, Facebook, etc.
- Encourage guests to walk, bike, or carpool and encourage No Idling
- Document steps taken to green the event within existing event report or create a new report

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