



The Staff Sustainability Network's Guide to Hosting a Zero Waste Event

GUIDELINES FOR EVENT PLANNERS

 CLICK ON THIS ICON THROUGHOUT THE DOCUMENT TO LINK TO RESOURCES

GET UCSD TO ZERO WASTE



WHAT IS ZERO WASTE?

Waste is anything at your event that needs to be thrown away. This includes, but is not limited to: food, dinnerware (plates, cups, utensils, napkins), brochures, giveaways/promo items, prizes, decorations, centerpieces, signage, raffle tickets, wrappers, beverage bottles and cans.



Zero Waste means throwing away as little as possible in the trash, which goes straight to the landfill.

Zero Waste can be achieved through **reusing, recycling, reducing and composting.**



SET THE EXPECTATIONS

START BY TELLING EVERYONE (CATERERS, VENDORS, TABLERS, ATTENDEES) THIS IS A ZERO WASTE EVENT!



CATERERS/FOOD SERVICE

- **Choose reusable** if the option is available and affordable (i.e. dinnerware, platters, beverages and condiment dispensers).
- **Avoid individual serving size items** (i.e. water bottles, soda cans, chip or cookie bags, wrapped popsicles or candy bars, wrapped utensil sets).

Choose disposable items that are:

- **Recyclable:** plastic dinnerware, bottles & cans
- **Compostable:** brown paper dinnerware, wooden utensils & stirrers, tea bags, sugar packets



VENDORS/TABLERS

- Encourage the **reuse of common supplies** such as tablecloths, decorations, games and props
- **Avoid single use items** like balloons, streamers, printed event materials with specific date info
- Handouts: **print smaller flyers** (1/4 letter sheet) that are double-sided to maximize space, or **print one flyer with a QR code** that attendees can scan with their phone.
- Giveaways/promo items: **offer reusable, practical items** rather than single use ones; **consider the packaging the item comes in** (film sleeves, wrapper) and avoid individually wrapped item



ATTENDEES

- **Bring reusable** bags, beverage vessels, and utensils
- **Don't take or accept items** that you don't plan to use
- Know how to **dispose of items properly** and pay attention to **recycling/waste signage**

BE PROACTIVE ABOUT MAKING YOUR EVENT ZERO WASTE!

ESTABLISH THE FUNDAMENTALS

Market your event in **digital forms**. This includes social media, websites, Eventbrite pages, and campus marquees. Click for access to **University Center's Digital Announcement options.** 



Register for the **Free Food Notification App with Basic Needs** to send a message to students when there is leftover food from events. 



Know what disposables will be at your event. Ask caterers what type of dinnerware they provide and vendors/tablers what they will be handing out. **Create custom signage** to direct attendees which disposables go where. 

Use **QR Codes** wherever possible. Attendees can scan using their phone's camera.



Provide **proper (waste, recycling, composting, specialty) receptacles** in strategic locations. Limit the number of stations available to reduce confusion. **Assign and train volunteers** at the stations to assist in proper disposal.

Determine who is responsible for emptying the receptacles. **Agree before the event who will weigh the waste streams** immediately following the event and how.



MORE INFO

MORE INFORMATION REGARDING RECYCLING AND PROPER WASTE DISPOSAL PRACTICES CAN BE FOUND AT RECYCLE.UCSD.EDU



THE STAFF SUSTAINABILITY NETWORK (SSN) IS A UC SAN DIEGO STAFF ASSOCIATION AFFILIATE GROUP. FOR MORE INFORMATION EMAIL SSN@UCSD.EDU