1. **Publicity**
   - Send out online or email invitations (avoid direct mail publicity campaigns when possible).
   - Let your prospective participants know that they will be joining a Waste Wise.
   - Collect RSVPs to get an accurate headcount to avoid over-ordering food.
   - Laminate all posters and signs so they can be reused if event will recur.

2. **Planning**
   - Identify a menu and a plan for how the food and drinks will be served.
   - Identify the waste disposal methods you will be using: composting, recycling, and trash. Use “Sorting tool” for help.
   - Reserve a venue and identify the disposal options that are available. Decide whether you will be collecting compostable materials. Use “Sorting tool” for help.
   - Encourage staff, volunteers, and attendees to bring reusable containers to take food home after the event.

3. **Purchasing**
   - Generate a final list of all the serving items you will need.
   - Use the “Purchasing guide” to order compostable and reusable event products.
   - Use our “Caterers list” to order food from local caterers.
   - Contact OC Solid Waste Management for more information regarding the “Fork It Over” serving ware loaner program.
   - Contact OC Solid Waste Management to borrow signs and bins for waste sorting stations, or print your own.

4. **Set Up**
   - Set up waste sorting stations with clearly labeled compost, recycling, and/or trash bins.
   - Remove all trash bins in the event area other than the waste sorting stations.
   - Plan for how to manage full bags of compostable serving ware and food during and after the event (contact OC Solid Waste Management for help).

5. **During the Event**
   - Announce proper waste separation techniques to the audience, use “Talking Points tool.”
   - Remind audience about waste reduction and composting opportunities at the beginning of the event and just before food is served.
   - Monitor trash sorting stations to ensure recyclable and compostable materials are sorted appropriately.
   - Manage any compost bins that fill up according to your plan.
   - Near the end of the meeting/event, encourage participants and volunteers to take leftover food home.

6. **Once the Event is Over**
   - Manage compost and recycling according to plan.
   - If there is unserved/unopened food, consider taking it to Orange Congregations in Mission in Hillsborough, (919) 732-6194; Interfaith Council Community House in Chapel Hill, (919) 967-0643.
   - Clean and return all borrowed items
   - Take down and store all posters and promotional materials.