

WASTE WISE EVENT PLANNING CHECKLIST

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 re-used 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.

