

## Helpful Tips to Get Started

If you love the idea of planning an eco-friendly event that minimizes waste and maximizes recycling and/or composting, but aren't sure where to begin, EAS+Y can help you! Whether the event is small or large, EAS+Y offers **free** consultations to assist you in planning how to reduce the amount of landfill waste generated—plastics, paper, glass, aluminum, and leftover food. For this customized planning session that takes your event site into consideration, call EAS+Y at least 2 months in advance for large events. An experienced volunteer will take you through the steps of making all the necessary arrangements for a successful Zero Waste Event. Topics for discussion cover everything from pre-planning to clean-up. **Call Chris Pfaff 303-674-0535 or Ginny Ades 720-308-3394 to set up an appointment to get started.**

Following are some helpful tips to get you started in thinking about a Zero Waste Event:

### Food & Drink/Catering

- Use water dispensers with paper cups, or pitchers of water, instead of plastic water bottles.
- Whenever possible, serve dishes "family style" such as sandwich platters, salad or chips bowls, etc. to avoid individually packaged products.
- Whenever possible, use bulk containers for condiments instead of individually wrapped items (such as: ketchup, mayo, mustard, salt, pepper, or sugar).
- Serve finger foods (such as veggies and dip, cheese, crackers, skewers of fruit or grilled meat, etc.). These items don't require utensils, and trash isn't created from individual wrappers.
- Provide cocktail napkins but avoid use of straws and stir sticks. If sticks are requested, order wooden ones.
- Make arrangements to donate any usable leftovers to a food bank or shelter.
- Give out only trinkets and ID stickers/bracelets that are biodegradable

### Recycling, Composting, and Trash Bins

- Recycling bins are for glass bottles, aluminum cans, plastic bottles (#1-7); *clean* plastic cups and plates (#1-7); and clean paper products and cardboard. Plastic bags cannot be recycled with the previously mentioned products and belong in the trash.
- Composting bins are for food; food-soiled paper plates and cardboard; paper cups; wax-coated paper containers, wooden stir sticks and plant-based cutlery.
- Trash bins are for food and all food-soiled plastics (even if numbered #1 through 7); all foam products (even if numbered #1 through 7); plastic cutlery, straws and lids; plastic-coated paper products, and foil bags used for single-serve chips, cookies, etc. If not composting, all food-soiled paper plates, cups, and cardboard also belong in the trash. *If in doubt, it is better to throw it out.* Bins containing too many inappropriate materials are considered "contaminated," so the whole load is sent to the landfill.
- Recycling and trash bins **must** be arranged in pairs, and **must** touch each other so choices are clear. If composting, the compost bin must be placed

with each pair of recycling and trash bins and must touch them. ***There should be no separate bins in sight to confuse attendees!***

- A pail for liquids that can later be emptied down the drain should be placed next to the bins to help with clean-up.
- When a bar is set up to serve drinks, supply bartender(s) with bin(s) for recycling **empty** bottles and aluminum cans. Buckets for excess liquids should be placed near them. Bins are for bartenders' use only and should be placed behind their tables and not where the public will use them for trash. Bartenders should fold cardboard boxes and set them aside for later recycling.
- Kitchen personnel should be provided with bins for *trash* and *composting*, if you are collecting compost at this event. Unless there is water available to rinse cans and cook ware, it is better not to expect recycling in the food preparation area.

### **Buy Locally**

Whenever possible, buy locally to minimize product transport and support local businesses. Evergreen has a number of businesses serving Zero Waste Events.

With your free consultation, you will receive

- EAS+Y's written Guidelines for success in offering an environmentally friendly event
- A list of haulers who recycle
- A list of suppliers of cost-effective products that can be recycled and composted
- Suggestions for finding environmentally friendly local caterers
- Finding additional volunteers to help man waste stations and assist with clean-up
- Help in calculating metrics for amounts you diverted from the landfill for your use as bragging rights