WASTE MINIMIZATION

Think about sustainability on every aspect of your event. Consider how you can reduce the amount of items thrown in to landfill by prioritizing reduce and reuse over recycling and compost.

Examples:

- Giveaways: Give out items that attendees will truly enjoy and use post-event.
  - Water bottles that are cleaned and ready-to-use for the event can eliminate the need for single-use water cups. The bottles can also be re-used for daily use.
- If possible, encourage attendees to bring their own plates and utensils. For more formal events, consider using reusable plates and serve ware.
- Instead of handing out a hardcopy of the event schedule, make it available online instead.
- Location: Where are most of your attendees coming from? Consider bringing the event closer to them to reduce greenhouse gasses emitted from transportation.
FOOD

WASTE MINIMIZATION

• Ask caterer to order in bulk to minimize package waste.
• Serve cream, sugar and condiments in bulk instead of single-serve packets.
• Avoid food waste - Order only what you need. Have a plan for donating any left-over food and compost the rest.
• Serve food on **REUSABLE or compostable** plates and bowls.
• Serve buffet-style instead of boxed meals.
• Avoid single-serving drinks such as water/soda bottles. Consider iced tea, lemonade, and water served in a beverage dispenser.

SAVE EMISSIONS

• Use campus catering or on-campus resources to Reduce transportation greenhouse emissions.
• Opt for **vegetarian** to reduce carbon footprint.
WATER

- For formal events, ask servers to pour water on request.
- For casual events, provide hydration stations for refilling bottles instead of individual water bottles.
Materials

- Use paper bags instead of non-recyclable polystyrene or plastic bags
- For casual events, ask for reusable > compostable > recyclable serving ware.
- For formal events, use reusable dishware.
- Avoid towelettes or wet wipes.
- Use reusable table linens or unbleached butcher paper which can be composted after the event.

Misc.

- Request vendors to turn-off vehicles when making deliveries/during set ups.
Communicate with Guests

- Announce to attendees that your event is **Zero Waste** and let them know how they can participate.
- Use electronic communication/social media for the event to avoid paper waste from flyers.

Paper and Printing

- Print double sided and use scrap paper.
- Avoid printing handouts. If necessary, use recycled paper.
- Upload informational posters/presentations online rather than printing.
Sustainable Transportation

- Make venue accessible to majority of participants to allow for walking and biking.
- Encourage public transportation and carpool.
- Choose sustainable accommodations:
Waste Disposal

BEFORE THE EVENT
- Create a recycling/waste plan.
- Contact the Events Office or Facilities Management to help coordinate the delivery, set-up, and pick-up of waste bins.
- Plan event as Zero Waste where all waste produced is recycled or composted.
- Recruit Zero Waste volunteers – student groups.

AFTER THE EVENT
- Rather than disposing excess material, request vendor to recycle excess materials.
  For excess food, donate to:
  - **UCI Fresh Basic Needs Hub** (949)824-0607
  Plan to DONATE materials and centerpieces.
  **Goodwill** accepts linens, art supplies, reusable centerpieces, and more.
Three bin system

Landfill, Recycle & Compost

- Large events over 2,000 people need to order roll off bins and/or 3 yard bins for outside locations.
- Signage on bins must have images corresponding to materials allowed in each bin.
- Have Trash Talkers (waste monitors) stand by waste bins to assist in sorting waste.

Order Zero Waste bins through Facilities Management using FMR or call 949-824-5444
Thank you for considering our campus goal of Zero Waste in all planning and cleanup process for your event!

CONSIDER

Zero Waste Certification
FOR YOUR EVENT

GOOD FOR THE CAMPUS AND FOR THE PLANET!

For more information, visit:

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<td>UCI Sustainability</td>
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