

Planning a Waste-Free Event: A Checklist for RHCs

Before the Event

Planning

- Use only materials that can be recycled, reused, or composted
 - Also think about the packaging that items come in - leftover chips may be compostable, but the plastic they came in is probably landfill. The less packaging you have, the better
 - It may be helpful to review [PLU's Recycling Specifications](#)
 - Avoid single-use items (e.g. glow sticks, plastic utensils, balloons)
- If you request catering, let them know you want to have zero landfill waste
 - Request plates, cups, etc. that are reusable, compostable, or recyclable
 - Plastic utensils and straws are landfill - request metal utensil, ditch the straws
 - Alternatively, ask residents bring their own mugs, silverware, etc.
 - Tell catering you don't want any single-use packets (condiments, creamers, etc.)
- If your event will be generating large amounts of waste, request event totes from Waste Diversion. Options for doing so are:
 - Calling 253-535-7380 (Facilities Management Front Desk)
 - Emailing recycle@plu.edu
 - Asking your RD to submit a work order to Waste Diversion
 - Requesting "recycling totes" and "garbage totes" under Resources in 25 Live
- Communicate in your advertising that the event is waste-free and what expectations are for attendees (e.g. bring your own plate)

Set-up

- Ensure that bins are clearly labeled with what goes in each
 - Pro Tip: make sure each landfill bin has recycling and compost next to it to make sorting easy
 - Over-communicate as necessary, even if it seems like overkill
- Use only decorations that can be recycled or reused after the event. Balloons, tinsel, cellophane, and other decoration materials made from plastic and rubber are usually landfill.

During the Event

- Make announcements throughout the event to remind guest to recycle and compost
- Designate a volunteer to stand near the landfill, recycling, and compost to help direct the flow of waste to the proper bins

After the Event

- Encourage attendees to take home any leftovers
- Collect feedback from your guests on the clarity of signage, etc.
- Evaluate your success
 - What went well?
 - What can we do better next time?