

HOSTING A ZERO WASTE EVENT

Incorporate waste reduction and sustainable practices into your next event by making it zero waste!

STEP 1 ANALYZE THE EVENT



Consider the type of waste the event will generate. Will there be vendors, food & beverages, caterers, activities?

STEP 2 PREPARE



Planning a zero waste event is fun and easy, it simply takes preparation.

- Purchase only compostable, recyclable or reusable products
- Designate recycling receptacles with signage
- Set-up a compost bin to recycle food scraps. Compost bins are available for purchase at City Hall – Municipal Services Cashier
- Inform vendors and caterers of your zero waste goals
- Minimize items destined for the landfill



STEP 3 EDUCATE

Encourage others to be zero waste!



- Inform attendees of your zero waste goals
- Discuss the steps you took to ensure the event was a zero waste success

ZERO WASTE EVENT CHECKLIST

- Use paperless invites and opt for e-mailing or social media
- Use compostable, recyclable or reusable tableware
- Set up food scraps, recycling, and trash receptacles with clear signage
- Use biodegradable bags for your food scraps receptacle(s)
- Designate zero waste monitor(s) to reduce contamination among bins and educate attendees
- Inform vendors and attendees of your efforts to reduce waste and have them participate
- Avoid items with single-use packaging (ex. Chip bags, candy wrappers, etc)
- Arrange for waste services with an authorized city franchise hauler
City franchise haulers can be found online at:
<https://ww5.cityofpasadena.net/public-works/street-maintenance-waste-management/trash-and-recycling/commercial-haulers/>
- Opt for washable cloth napkins
- Avoid straws or lids

TIPS

- After the event, assess how much waste you diverted. Hopefully the waste bin is nearly empty!
- Lend your assistance to others in planning their zero waste event
- Recycling equipment available at cost for city permitted events



For more information on hosting a zero waste event, please contact the Citizen Service Center at (626) 744-7311 or e-mail recycle@cityofpasadena.net