

# CHECKLIST FOR PLANNING AND HOSTING A ZERO-LANDFILL EVENT



## 01 FIRST THINGS FIRST | FOOD, DRINK, AND SUPPLIES



### Food and Drink

- Contact WFU's [Under the Oaks Catering](#) to discuss your needs and agree on the right amount of food to serve. It's probably less than you think!
- Serve beverages from dispensers instead of individual bottles and cans.
- Request reusable tableware when practical. Under the Oaks will automatically provide you with a compostable tableware. If you have received written approval to use an outside vendor, purchase compostable tableware.
- Bring reusable containers for uneaten food or request take-out containers from Under the Oaks.

### Decorations and Signage

- Explore borrowing decorations from others before buying new. Or, buy decorations that can be reused.
- Use reusable tablecloths instead of disposable ones.
- If printing signage, make it general so that it can be reused at future events (e.g. avoid using dates).

## 02 PUT WASTE IN ITS PLACE | WASTE MANAGEMENT



- Review the WFU waste-sorting chart, [Put Waste in Its Place](#).
- Based on the type and amount of waste your event will generate, [submit a work order](#) for the collection bins you will need: compost, paper recycling, bottles /cans recycling, and /or landfill, and make arrangements for pick up.

## 03 SHARE YOUR GAMEPLAN | COMMUNICATE WITH ATTENDEES



- Encourage each guest to bring a reusable water bottle and/or coffee mug.
- Promote the event electronically, rather than using printed material.
- Issue electronic tickets instead of paper tickets.

## 04 IT'S SHOWTIME, FOLKS! | DAY OF THE EVENT



- Organize waste collection bins into uniform "waste sorting stations" with each bin side by side.
- Ensure that there are NO standalone collection bins and put up signage to help guests sort their waste.
- Announce to attendees your zero-landfill intentions; ask them to pitch in and spread the word.
- Remind everyone to refrigerate all uneaten food that is packaged for take-away.

## WE'RE HERE TO HELP!

Contact the WFU Office of Sustainability for guidance or assistance: [sustainability@wfu.edu](mailto:sustainability@wfu.edu) /336-758-3328