

ZERO WASTE TIPS FOR EVENT COORDINATORS



PRE-EVENT:



- **Consult** with us today to learn how to plan and organize a Zero waste event.
 - Email: administration@qathet.ca / (604) 485-2260
- **Reserve** the Regional District's Zero Waste Stations & signage.
 - There are three sets of 3 bins to separate waste into **Compost**, **Refundables**, and **Containers**. Contact *qRD staff* at administration@qathet.ca to reserve, preferably a month in advance.
 - Free community resource. \$50 deposit required. The Coordinator (or assistant) must pick up and return items clean.
- **Reserve** the Regional District's **dish supply set**.
 - 300 plates, mugs, bowls, forks, knives & spoons
 - Free community resource. Coordinator (or assistant) must pick up and return clean.
- **Reserve** the Regional District's mobile **dishwashing unit** (training session mandatory).
- **Enlist** volunteers or paid staff to **monitor** Zero Waste Stations, and / or wash dishes.
- **Communicate with Food Vendors** about expectations around waste generation and management. Eg: Will dishes be provided? Are certain types of single use plates & utensils not permitted? Will there be bins for Compost, Refundables and recyclable Containers? Where?
- **Advertise** to the public that this will be a Zero Waste Event. Encourage people to bring their own to-go mugs, water bottles, etc.



DURING THE EVENT

- **Check in with Vendors** to ensure they are only using approved dishes, utensils, etc.
- **Check in with Volunteers** or staff to ensure waste is being properly sorted.
- **Make announcements** over the PA about the event's Zero Waste services. (Eg: locations of bins, "Place paper napkins and plates in the compost bins provided," etc)



POST-EVENT

- **Donate** or cash-in **Refundables**.
- **Compost!** (Town Centre recycling depot will receive compost 6 days a week).
- **Recycle** (Town Centre recycling depot accepts recycling from events).
- **Publicize Zero Waste results** (How many bags of **Refundables**, **Compost** and recyclable **Containers** were collected?)
- **Thank Vendors** for being onboard! Send a follow-up email including tips for even better success next event.



THANKS!



qathet
REGIONAL DISTRICT



Contact us at 604-485-2260
or email administration@qathet.ca.