



Waste Free Event Checklist

Thank you for your commitment to helping our school reduce waste for events large and small. Your efforts are greatly appreciated and we are here to support you. Please use this checklist as a guide for your waste-free event. Contact your green team chair with any questions or suggestions.

	1. Contact your school administrator to request the triple bin set up for your event (compost, recycling, landfill). Allow 3-4 weeks.
	2. Request green bins from Village of Oak Park for any outdoor or off school grounds events. Contact Cameron Hendricks: chendricks@oak-park.us with your request for portable triple waste bins, signs, bags. Allow 2-3 weeks.
	3. Ask vendors to only provide compostable/recyclable plates, napkins, utensils. If they cannot provide zero-waste items, please decline them and ask that they not be made available at your event. Allow 3-4 weeks.
	4. Purchase only compostable plates, cups, napkins, utensils for your event. Costco has some bulk items. Webrestaurants is a wholesale resource: https://www.webrestaurantstore.com Encourage “bring your own” items including reusable water bottles to every event. Allow 3-4 weeks.
	5. Request large water jugs for each event. Encourage “bring your own” water bottle and offer only recyclable/compostable cups. If you have a dishwasher, consider reusable cups and run dishwasher. Allow 2-3 weeks.
	6. Cans are better than plastic. If your event involves beverages, canned items are better than plastic. Water jugs and reusable water bottles or compostable cups are best. (only 10 percent of bottles are recycled when compared to 50 percent of cans . Cans also are more efficient to recycle than bottles . Once the aluminum has been produced, it can be recycled over and over again.)
	7. Contact school administrator to request additional waste pick up in advance of your event. It will add a small expense--but it will be more costly if you do not arrange in advance. Allow 3-4 weeks.
	8. Arrange volunteers to monitor the triple waste bins on the Day Of Event. Allow 3 weeks.
	9. Promote to your audience this is a Zero Waste Event. Every communication promote Zero Waste and encourage BYO reusable water bottle. Allow 3-4 weeks and repeat message each time.

	<p>10. Reduce the wrappers. Rather than individually wrapped candy/chips, consider bulk popcorn scooped into compostable cups, bulk cookies/brownies with a napkin, soft pretzels, muffins other bulk treats that have wrappers that can be composted or recycled. Allow 2-3 weeks.</p>
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