

# ZERO WASTE FACILITY

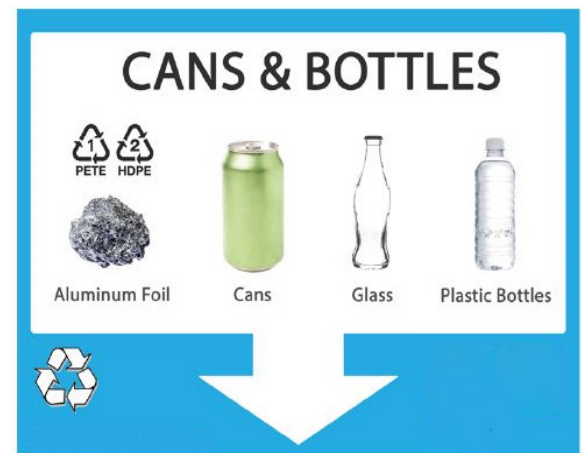
## guidelines

A “Zero Waste” event requires all materials to be reused, recycled, or composted at the end of the event. Thank you for your commitment to the Civic Center’s goal to achieve Zero Waste!

### Event Checklist

Please use the following checklist to help in preparing for zero waste from your event. The facility will place the proper bins in the room to prevent waste contamination.

- Select a zero waste certified caterer.
- Include information about your Zero Waste Event on your invitations.
- Request that gifts are wrapped in biodegradable or recyclable paper.
- Ensure that all dining ware (cups, plates, utensils) are either reusable or compostable (where-to-purchase links are below)
- Ensure that all table decorations are reusable or compostable (e.g. Potted plants or baskets of produce).
- Ensure that all name tags and other program materials are reusable or recyclable.
- Ensure that all materials end up in the proper receptacles and dumpsters for pick up.
- Consider having staff or volunteers assist guests as they properly sort their materials into the appropriate bins.



### Resources:

- [www.bpiworld.org](http://www.bpiworld.org)
- [www.ecoproductsstore.com](http://www.ecoproductsstore.com)
- [www.greenpaperproducts.com](http://www.greenpaperproducts.com)
- <https://compostables.org/>

Every person's actions  
makes a difference for the

