

# ZERO WASTE EVENT PLANNING CHECKLIST

This Zero Waste Event Planning Checklist is designed to guide you through the planning process, ensuring a successful event. This checklist should be used in tandem with the Georgia Tech [Event Planning Guide](#).

## INITIAL EVENT PLANNING (1-12 MONTHS BEFORE THE EVENT)

- Establish sustainability and zero waste goals for your event. (e.g. 50%, 90%, 100% landfill diversion)
- Meet with potential vendors and caterers. Talk to your foodservice providers about food and packaging options and outline needs and expectations for your event.
- Select vendors that align with your zero waste goals and finalize contracts for catering and event services.
- Send attendee invitations that share your event's sustainability goals and encourage actions like bringing reusable bottles or mugs to avoid plastic waste.
- Begin your event marketing. When creating durable printed marketing materials like banners, design them without the year printed on them, so that banners can be reused for future similar events.
- Purchase supplies and decorations, prioritizing items that are reusable, compostable, or recyclable.
- Estimate waste and diversion needs and order bins and bags for compost, recycling, and landfill. For bin ordering information, check the [resource page](#) or visit [sustain.gatech.edu/zero-waste-resource-hub](https://sustain.gatech.edu/zero-waste-resource-hub)
- Select an event venue that is accessible by walking, biking, or public transit.

## ONE WEEK BEFORE THE EVENT

- Train staff and volunteers to support your event's zero waste goals.
- Prepare and print [zero waste bin signage](#) to be posted on the day of the event.
- If the event space has digital signage, create digital zero waste signage for sharing during the event.
- Send zero waste event reminder email to guests that includes zero waste event goals and sustainable transit options.
- Contact food recovery networks such as Klemis Kitchen, Green Forks, or The Campus Kitchen Project to donate leftover food.

## DAY OF THE EVENT

- Group waste bins together to create zero waste recovery stations.
- Clearly label recovery station bins with matching [zero waste bin signage](#), such as recycling, compost, or landfill.
- If applicable, display event signage on digital screens and in welcome areas to showcase your events sustainable practices or waste diversion goals.
- Remind attendees of zero waste goals in your welcome announcements.

## AFTER THE EVENT

- Evaluate event success and calculate waste diversion rate using this formula:  $((\text{weight of compost} + \text{weight of recycling}) / (\text{weight of compost} + \text{weight of recycling} + \text{weight of landfill})) \times 100$
- [Compost](#) or [donate](#) any food leftovers.
- Thank event participants and report event landfill diversion success.