

	At least 90 days before	60-89 days before	30-59 days before	7-29 days before	Day before	Day of event	Within 7 days after the event
General considerations	<ul style="list-style-type: none"> <input type="checkbox"/> Identify who will be participating in waste reduction efforts and to what extent <input type="checkbox"/> Identify main waste streams <input type="checkbox"/> Appoint a waste reduction coordinator <input type="checkbox"/> Figure out what waste and recycling infrastructure you already have (e.g., bins, signs, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a plan for any hazardous waste materials that may be produced at the event <input type="checkbox"/> Include waste stations in your existing safety plan 		<ul style="list-style-type: none"> <input type="checkbox"/> Purchase supplies for cleanup (e.g. bags, gloves, garbage pickers, hand sanitizer) 	<ul style="list-style-type: none"> <input type="checkbox"/> Set up waste stations in back of house areas, if applicable 	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in touch with back of house/VIP areas to ensure that their waste stations are working effectively 	<ul style="list-style-type: none"> <input type="checkbox"/> Assist peripheral teams with strike down to ensure waste is still separated <input type="checkbox"/> Prepare for next year's event by debriefing and documenting lessons learned and recommendations for next year; include all appropriate stakeholders in this process <input type="checkbox"/> Consider goals for next year
Tracking and reporting	<ul style="list-style-type: none"> <input type="checkbox"/> Review last year's waste and recycling efforts and set a goal for this year 					<ul style="list-style-type: none"> <input type="checkbox"/> Record weights of materials collected and keep a running diversion rate calculation going, if applicable (or ask your waste collection service provider for this information after the event) 	<ul style="list-style-type: none"> <input type="checkbox"/> Calculate reduction and diversion metrics in preparation for debrief meeting
Waste collection services	<ul style="list-style-type: none"> <input type="checkbox"/> Book your waste collection service provider. Shop around for a service provider that accepts garbage, recycling and compost, and ask if they accept specific items your event will generate (e.g., certified compostable food ware, coffee cups, hazardous waste) <input type="checkbox"/> Consider any additional requirements that may be necessary for your event 	<ul style="list-style-type: none"> <input type="checkbox"/> Ask if your service provider will offer information on your event's diversion rates 	<ul style="list-style-type: none"> <input type="checkbox"/> Work with your service provider to determine how many bins your event requires <input type="checkbox"/> Confirm waste collection services <input type="checkbox"/> Determine if your service provider is supplying liner bags 				<ul style="list-style-type: none"> <input type="checkbox"/> Ensure carts/bins are collected and set out for service provider pickup
Food vendors	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a contract for vendors to comply with waste reduction <input type="checkbox"/> Use the Vendor Memo Template to inform vendors of acceptable materials and other key messages 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide vendors with procurement options of serving materials that are accepted 	<ul style="list-style-type: none"> <input type="checkbox"/> Ask food vendors what types of food ware they're planning on using at the event – this is an opportunity to ensure they are following regulations 		<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that vendors' on site materials comply with regulations – remember the little things like sauce cups and straws! 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor vendors to ensure they continue to comply with regulations 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct post-event evaluation for vendors and share recommendations for next year where applicable <input type="checkbox"/> Supervise vendors' strike practices to ensure they are complying with cleanup regulations <input type="checkbox"/> Thank vendors for their participation
Volunteer management		<ul style="list-style-type: none"> <input type="checkbox"/> Use the Volunteer Recruitment Template to post a call-out for volunteers 	<ul style="list-style-type: none"> <input type="checkbox"/> Schedule volunteer zero waste and safety training 	<ul style="list-style-type: none"> <input type="checkbox"/> Set volunteer schedule for event day – coordinate short shifts with ample breaks so volunteers can enjoy event festivities <input type="checkbox"/> Organize on-site volunteer teams to: <ul style="list-style-type: none"> <input type="checkbox"/> Liaise with food vendors <input type="checkbox"/> Set up and monitor on-site bins <input type="checkbox"/> Pick up litter 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that volunteers are clear on their roles in waste reduction and diversion – provide the Waste & Recycling Pocket Guide <input type="checkbox"/> Provide volunteers with shirts, hats or a badge to identify them as educators <input type="checkbox"/> Supervise volunteers in setting up waste stations according to site plan <input type="checkbox"/> Designate a sheltered break area to offer volunteers reprieve from the elements 	<ul style="list-style-type: none"> <input type="checkbox"/> Have volunteers monitor bins and contamination and move the stations if necessary <input type="checkbox"/> Ensure extra bags are available at waste stations for each bin. <input type="checkbox"/> Empty bins/replace bags when approximately 75% full to avoid heavy loads <input type="checkbox"/> Ensure volunteers have adequate supplies (e.g. gloves, garbage pickers, hand sanitizer, water, food, first aid) 	
Communications	<ul style="list-style-type: none"> <input type="checkbox"/> Determine what signage and educational materials are required <input type="checkbox"/> Communicate your goals as soon as possible – plan to continually communicate this through social media or other methods of communication 	<ul style="list-style-type: none"> <input type="checkbox"/> Decide on the best way to receive material weights to calculate diversion rates throughout the event, if applicable – text messages work really well! <input type="checkbox"/> Draft media release around greening of event and post this information on your website 		<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all educational materials and signage are available <input type="checkbox"/> Plan your event day waste reduction messages 	<ul style="list-style-type: none"> <input type="checkbox"/> Remind your audience on social media about your goal to reduce waste and how they can get involved 	<ul style="list-style-type: none"> <input type="checkbox"/> Post all educational materials and signage <input type="checkbox"/> Brief event MC(s) to remind attendees about their role in waste reduction and diversion <input type="checkbox"/> Have MC share waste diversion results as they are calculated, if applicable 	<ul style="list-style-type: none"> <input type="checkbox"/> Celebrate your success and acknowledge your volunteers <input type="checkbox"/> Collate metrics and share with your audience/the community at large <input type="checkbox"/> Apply for awards for this year or prepare grant applications to continue improvements next year
Food donations	<ul style="list-style-type: none"> <input type="checkbox"/> Research opportunities for donating unserved food leftovers 		<ul style="list-style-type: none"> <input type="checkbox"/> Confirm donations 	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm a secure location for food donation storage and pickup 		<ul style="list-style-type: none"> <input type="checkbox"/> Collect and donate unserved food leftovers according to plan 	