

# Zero Waste Event Checklist

***\*Note: The Green Team recommends beginning the zero-waste event checklist early in the event planning process when possible.***

## **Pre-Event Planning**

- ☐ **Material Management:** Consider the number of people at the event when ordering materials/supplies and opt for reusable, recyclable, or compostable materials whenever possible.
- ☐ **Vendor Communication:** Communicate sustainability goals with vendors to reduce non-recoverable waste during onsite events.
- ☐ **Create Custom Signage:** Create signs with photos to show event participants which collection container to use for different items. The following templates can be used: [Waste Signage Templates](#). Reach out to [Jake Thomas](#) and [AMA Green Team](#) for assistance.
- ☐ **Recruit Volunteers:** Reach out to [Jake Thomas](#) and [AMA Green Team](#) if volunteers are wanted/needed for waste management monitoring at the event.

## **During the Event**

- ☐ **Set Up Stations:** Determine the number of collection bins (trash, recycling, compost) and custom signs needed based on event size
- ☐ **Educate Attendees:** Inform attendees about sustainability efforts and waste segregation based on custom signage

## **After the Event**

- ☐ **Mitigate Food Waste:** Encourage attendees to take leftovers or distribute food to other groups/people/floors in the building if possible.
- ☐ **Feedback:** Give any feedback or ideas for improving our sustainability efforts to the [AMA Green Team](#).

For further guidance on hosting zero-waste events, reference the [Zero Waste Events Guidelines](#) or reach out to the [AMA Green Team](#)

	Preferred Materials	Don't Use These Materials
REUSABLE	Glass	Polyvinyl chloride (PVC)
	Lead-free ceramic/stoneware	Polyethylene terephthalate (PET)
	Bio-based materials	Polycarbonate
	Stainless steel	
	Polyethylene	
	Polypropylene	
COMPOSTABLE*	ASTM D6400 or D6868 certified compostable starch	Compostable foodware that is not ASTM D6400 or D6868 certified
	ASTM D6400 or D6868 certified compostable sugarcane bagasse	
	ASTM D6400 or D6868 certified compostable polylactic acid (PLA)	
DISPOSABLE	Bio-based materials (corn, potato, sugarcane bagasse, perennial grasses)	Fossil-fuel based products (plastic, polystyrene/Styrofoam)
	Unbleached paper made from post-consumer recycled content	Bleached paper made from virgin resources

\*Preferred compostable materials are based on Land & Lakes Compost Facility requirements.

COLOR CODE FOR CHART
Most Preferred Materials
Preferred Materials
Avoid These Materials
Do Not Use These Materials