

ZERO WASTE EVENTS GUIDE

With every event that you host, you have the opportunity to help College of Charleston

reach its goal of becoming zero waste by **2025** meaning that

90% of all waste generated will be diverted from the landfill.



Follow the steps in this guide to ensure the success of your zero waste event!

BEFORE

1 The best options for your event include reusables and compostables. When making your catering reservation through Aramark, request that the event be zero waste. They will provide all compostable serviceware.



2 If hosting your own independent event, you can purchase compostable serviceware by clicking on any of the product images on this electronic flyer. Avoid having individually wrapped snacks and styrofoam at all costs.



3 Recruit volunteers and reach out to zerowaste@cofc.edu to check out a zero waste event kit if less than 100 people will be attending your event. For larger events, the zero waste team can provide volunteers and station materials.



DURING

1 Make sure all other waste receptacles are removed from the event space to avoid confusion and that there is a volunteer available to stand at each station.

2 Set up the x-frames next to each other near the buffet or serving area. Hang up the appropriate signage on each frame and place the information signs where food is served.

3 Verbally announce that the event is zero waste and ensure that your volunteers help attendees properly dispose of their serviceware.



COMPOST

- food waste & plants
- BPI certified products
- soiled cardboard
- pizza boxes



RECYCLING

- glass bottles
- plastic bottles
- aluminum cans
- food free rigid plastics



LANDFILL

- plastic corks
- outside waste
- plastic wraps
- food contaminated plastics

AFTER

1 Break down the x-frames and tie the bags of waste. Dispose of them at the proper sites and return all borrowed materials to 14 Green Way

2 Compost bins are located behind Stern on the loading dock off Coming St (1), the Catering Kitchen on St. Phillips (2), and in the alley behind Liberty Fresh Food (3)

3 Recycling bins are located at the Catering Kitchen on St. Phillips (2), behind the fraternity houses on Wentworth (4), and on the library loading dock (5)

