



## ZERO WASTE EVENT RENTAL GUIDE & SERVICES

### IT'S ALL IN THE PLANNING!

**Thanks for keeping the green in Evergreen by organizing a Zero Waste (ZW) Event!** The key to minimizing the amount of landfill waste generated by your event is by planning for ZW far enough in advance.

### Event Services Offered by ESA

If you are looking for guidance in planning or hosting a ZW event, ESA offers a variety of event services. Additionally, ESA's event tableware rentals are available to members, nonprofits, and schools. Contact us to learn more about any of the services we offer or to get started working with a ZW event consultant.

### FREE ZW EVENT PLANNING CONSULTATION

**ZW Consultants will walk you through the process of planning a zero waste event**, including disposal planning, reusable event materials, finding vendors that utilize zero waste practices, and more.

### EVENT TABLEWARE RENTALS

**For members, local nonprofits, and schools holding events (small or large, up to 150 people), we provide reusable plates, bowls, napkins, flatware, glasses, and more!** Reservation includes options to clean the items yourself before returning them or have Evergreen Sustainability Alliance take care of it for you for an additional fee. View the full list of available rental items and make your reservation online.

### ZW CHAMPION TRAINING, BIN, & SIGN RENTALS

**Evergreen Sustainability Alliance's ZW Champion Training and Bin and Sign Rentals are for local organizations aiming to make all of their future events zero waste for a lower cost than our Zero Waste Event Services.** ESA will conduct a training with staff and volunteers, who will then be certified to train any future volunteers or staff regarding best practices for ZW events and the highest possible diversion rates. Trained ZW Champions will be able to rent bins and signs for events, and use ESA compost hauling services

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after being trained.

This is our most sustainable and recommended option because it empowers organizations to go zero waste themselves!

- **Training Cost: \$50**
- **Set of three bins + signs: \$10**
- **Compost Haul: \$25**

## **ZW EVENT SERVICES**

**Evergreen Sustainability Alliance's ZW Event Services are for local organizations desiring to make their event ZW.** Our ZW Experts discuss the event with organizers in advance to ensure as many ZW (reusable, recyclable, and compostable) options as possible to ensure a high diversion rate from the landfill. Our staff and volunteers arrive with bins and signage for waste stations compost, recycling, and trash, and help monitor the bins during the event. Organizations are responsible for recycling and trash removal after the event, as well as providing recycling and trash bins and bags depending on the size of the event. ESA will provide a bin for compost and take the compost (and bins for trash and recycling for smaller events). For larger events, we will ask organizations to provide volunteers who will be trained on site by ESA.

- **\$35 for the first 50 people + \$1/additional person**

(For example pricing would be: 200 people - \$185, 250 people - \$235, etc.)

## **CUSTOM ZW EVENT CONSULTATION**

**ESA coordinates recycling, trash, and compost pick-up services as well as communication with vendors on sourcing sustainable food service materials.** Please contact us for a free consultation and to negotiate rates on this option.

## **ESA'S GUIDE TO A SUCCESSFUL ZW EVENT**

**Achieving absolute zero waste is very difficult and not always practical; the point is to try to minimize waste as much as possible and move toward ZW with each event.** ESA's experienced ZW Event Planning Consultants (free!) and Reusable Serviceware Rentals program makes planning easier.

**The following guidelines lay out the necessary steps for attaining success whether you choose to request a ZW Event Planning Consultant or plan your event on your own:**

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## Before the Event

You've finalized the date and location of your event and are eager to start planning the logistics. If you decide to work with an ESA ZW event consultant, you should begin by:

- **Designating a ZW Coordinator from within your organization or group.** The ZW Coordinator can use the guide below on their own or will be the main point of contact for your ZW Consultant from Evergreen Sustainability Alliance.
- **Contacting us to provide some basic event information,** and a ZW Consultant from the Evergreen Sustainability Alliance will get back to you promptly to walk you through the process, answer any questions, and schedule a planning meeting.

### **STEP 1: Finalize the type of food and beverage services required and finalize your event's goals for ZW**

**PLANNING RECOMMENDATION:** START ONE OR TWO MONTHS IN ADVANCE OF YOUR EVENT

1. Determine the approximate attendance at the event.
2. Determine whether and what type of beverages and/or food will be available.
3. Plan beverage and food services to minimize landfill waste by reducing or eliminating the use of disposable-only products. Provide reusable, recyclable, or, in some cases, compostable products as much as possible.
4. Determine whether beverage and/or food service will be provided by a caterer or individual vendors.
  - a. Catering companies are more likely to offer zero waste-friendly reusable materials, especially for smaller events.
  - b. If multiple vendors will be present, they should be contacted early to inform them of your requirements. If possible, coordinate between vendors so that they use the same types of recyclable or compostable supplies to simplify the task of recycling for your attendees and ZW volunteers.
5. Determine whether your event will generate a lot of food waste. If so, consider composting as well as recycling.
6. Determine whether a waste hauler will need to be hired for the event or is already under contract.

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- a. If a waste hauler is not already under contract, make arrangements with one early to ensure that bins for recyclables and landfill waste can be dropped off before the event and picked up afterwards. Clearly marked dumpsters for landfill and recyclables will also be required. It's important to begin discussing the collection details ahead of time (location of dumpsters, quantity and size of recycle and trash bins needed, delivery time and location, and pick-up after the event).
  - b. Currently there are no waste haulers that offer compostables pick-up in Evergreen, so arrangements must be made separately. The Evergreen Sustainability Alliance is available to help with this. Paying for our Zero Waste Event Services includes ESA hauling the compostable materials to be properly composted.
7. Make sure the waste hauler has final instructions for delivering and picking up recycle and landfill bins and will have one or more recycle and trash dumpsters on-site. If dumpsters are not clearly marked Recycle and Trash, they should be labeled using a large sheet of paper or poster board (laminated if the event is outside and signs may get wet).
  8. Publicize from the outset that you are planning a Zero Waste Event in order to be more eco- and community-friendly. If appropriate, encourage attendees to bring reusable mugs, refillable water bottles, or even their own tableware.

## **STEP 2: Make ZW arrangements with caterers and vendors**

**PLANNING RECOMMENDATION:** AT THE END OF THIS DOCUMENT YOU'LL FIND ADDITIONAL INFORMATION ABOUT BIODEGRADABLE PRODUCTS INSTITUTE (BPI)-CERTIFIED COMPOSTABLE PRODUCTS, COST COMPARISONS, AND LOCAL COMPANIES PROVIDING ZW-FRIENDLY CATERING.

1. If the event is to be catered, select a company that offers zero waste set-up (reusable plates, cups, utensils, cloth tablecloths and napkins).
2. When selecting a caterer or vendors, encourage them to serve finger foods that don't require a lot of plates and utensils. Avoid individually packaged products whenever possible.
3. To minimize plastic bottles, plan to provide large water dispensers with reusable or paper cups.
4. If the event includes composting, it is critical that all vendors comply with the requirement to use only compostable cups, bowls, and plates.

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- a. It is very difficult to tell the difference between compostable and recyclable cups and plates, and to sort them into the proper bins.
  - b. The resulting “contamination” of bins can result in all discards going to the landfill.
5. If the event includes composting, be aware that products labeled bio-degradable are not necessarily compostable.
  - a. To ensure that your compostables will biodegrade completely and safely in a large facility leaving no residue, it is critical that you require products that have been certified by the Biodegradable Products Institute (BPI).
  - b. All compostables should have the BPI logo on them.
6. If there will be giveaways, consider items that have little packaging to be discarded.

### **STEP 3: Determine the number and location(s) of ZW stations**

1. Normally, one waste station is needed for about every 50-100 people.
2. A waste station consists of a recycling bin, a composting bin (if appropriate), a pail for liquids, and a landfill bin. Bins and signage are available for rent from Evergreen Sustainability Alliance.
3. The siting of the bins should be planned ahead. Stations should be located near food vendors and eating areas, and not on the fringes of activity.
4. If a bar set-up is included, a bin should be provided there for recycling empty bottles and aluminum cans. The bin should be placed away from the public so it is not used for trash discards. A bucket behind the bar for emptying bottles and aluminum cans prior to recycling should also be part of the set-up.
5. If the event includes a food preparation area, a landfill and composting (if composting is included) bin should be located there. A recycle bin should be provided only if recyclables are emptied and, if food-soiled, rinsed prior to recycling.
6. The Evergreen Sustainability Alliance can lend signage for your waste stations, plastic bins for collecting compost, pails for collecting liquids, and grabbers to remove items that are improperly discarded.

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7. It is important to discuss bag liners for your bins with an Evergreen Sustainability Alliance ZW Consultant. Normally, recycle bins should not have plastic liners in them. Haulers have to remove them manually at their facility before material can be recycled.
  - a. If plastic liners are used, the recyclables should be emptied from them and the liners reused at another event, if possible.
  - b. Compostable liners are available for compost bins, however, Evergreen Sustainability Alliance currently uses plastic bags and empties them into the compost roll-off because our current compost facility does not accept compostable bags (they clog the equipment).

#### **STEP 4: Recruit volunteers to be waste station monitors at the event**

1. The success of a Zero Waste Event depends largely on having monitors at each waste station to ensure that visitors deposit discards in the proper bins.
2. Get commitments from volunteers in advance and create a schedule for 2-hour shifts. Include volunteers for set-up and take-down time.
3. An ESA ZW Consultant can provide some volunteers, help identify sources for volunteers, and can provide volunteer training either ahead of time or at the time of the event.
4. For large events, it may be necessary to have volunteers available to empty full recycle/landfill/compostable bins into larger dumpsters during the event.

#### **STEP 5: Set-up before the event begins**

1. Arrange with your Evergreen Sustainability Alliance ZW Consultant for the drop-off of signage, bins for compostables (if appropriate), and pails for liquids. If using our ZW Event Services, the Consultant and volunteers will do the setup.
2. Bins at each waste station must touch each other. It is essential that there be no single bins in sight so attendees do not incorrectly discard items. If the event facility you are using has extra bins on site, remove them to avoid confusion.
3. Buckets set out at the waste stations allow attendees to pour liquids from bottles/cans before recycling them.
4. ESA's Recycle and Trash signs have holes in them from which to hang samples of what can go in each bin. Request samples from vendors and hang from signs.

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5. Vendors and/or caterers/bartenders should be instructed to flatten and stack cardboard boxes so they can be placed next to recycle bins.
6. Bar staff should be reminded that liquids should be emptied into pail prior to discarding bottles and cans into the recycle bin.
7. Kitchen staff at events that include composting should be advised to use the compost bin only for food waste.
8. Make sure waste station volunteers have received instructions as to what discards belong in which bin.

## **STEP 6: During the event**

1. Our ZW Consultant (if you're using our ZW Event Services) or your ZW Coordinator (if you are trained to run a ZW Event) should rotate among the waste stations to ensure that all is going well and that full bins are being emptied into dumpsters or replaced with extra empty bins.
2. The ZW Coordinator should also make sure volunteers are relieved with new ones after their two-hour shifts.
3. **IF IN DOUBT, THROW IT OUT:** It is important to minimize contamination of bins with inappropriate discards. It's always best for waste station volunteers to advise throwing an item in the landfill bin, if she/he is not sure where it belongs. If more than about 10% of materials discarded into recycling bins consist of landfill waste, the waste hauler has no choice but to send all the materials to the landfill.
4. Volunteers should scan trash, recycling, and compost bins occasionally to see if there are improperly discarded items. Use grabbers to place them in correct bins.
5. If possible, the ZW Coordinator should track the number of recycle and trash bins (and compost if included) or bags that get emptied into larger dumpsters during the event. This allows your organization the opportunity to share accomplishments afterwards. If using our ZW Event Services, our ZW Consultant will measure each material and waste stream and calculate a diversion total for you.

## **After the Event: Clean Up and Celebrate Your Success**

1. Make sure all bins of recyclables and landfill waste are emptied into the proper dumpsters.
2. Collect and return all materials provided by the ESA (signs, grabbers, pails, compost bins).

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3. Note your successes and lessons learned for next time.
4. Promote your organization's ZW success on your website and elsewhere.

## CONGRATULATIONS ON BEING A ZERO WASTE CHAMPION!

## ADDITIONAL RESOURCES

### Biodegradable Products Institute (BPI)

The Biodegradable Products Institute (BPI), a not-for-profit professional association, is the current standard in the U.S. for composting. BPI and the U.S. Composting Council use the American Society for Testing and Materials (ASTM) specifications to certify products as compostable. The BPI compostable logo can only be used on certified products. Because of that, it helps you know which products have been scientifically tested to meet the rigorous ASTM standards.



### BPI LOGO BPI-CERTIFIED COMPOSTABLE PRODUCTS

Following are some BPI certified products that can readily be found. For a complete listing of BPI certified products or if you have questions about whether a product is BPI certified, you can always check their product catalog at <http://products.bpiworld.org>.

**Eco-Products, Boulder** | A variety of Eco-products are BPI certified. A full list can be found on their website at: [https://www.ecoproductsstore.com/bpi\\_certified\\_items.html](https://www.ecoproductsstore.com/bpi_certified_items.html)

**Eco Kloud Products** | A variety of Eco Kloud food service products including plates, bowls, cutlery and hot cups are BPI certified. The Eco Kloud compostable party pack includes plates, cups, and cutlery for 50 guests. Costco also carries some of their products-check for BPI certification. Find out more on the Eco Kloud website: <http://www.ecokloud.com/biodegradable/compostable/products.html>

**Greenware by Fabri-Kal Corp** | The company manufactures a variety of “Greenware” compostable cold cups, lids and containers. They are available through Amazon and restaurant suppliers: <http://www.fabri-kal.com/product-solutions/greenware/>

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**Solo Bare Products** | Selected Solo Bare products are BPI certified and include hot cups, bowls, food containers, and plates. Some Solo Bare plates/bowls are for sale at Costco – check for BPI certification. Learn more: <http://products.bpiworld.org/companies/dart-container-corporation-solo-cup>

**Staples’ Sustainable Earth Products** | Sustainable Earth is Staples' exclusive line of eco-conscious disposable items that include compostable hot cups, lids, cutlery, napkins, plates, and bowls. Check for BPI certification. Find out more: <http://products.bpiworld.org/companies/staples>

**World Centric Products Company** | They sell compostable clamshells, cutlery, deli containers, souffle cups, straws, cold drink cups and lids and PLA coated hot cups and bowls. Whole Foods, Cost Plus World Market and other natural grocery and health food stores across the nation sell their products. More information available on their website: <http://worldcentric.org/biocompostables/bpi>

**This information is just a sampling of prices for compostable versus non-compostable serviceware.** Prices are apt to change and will depend on where products are purchased.

<b>COST COMPARISON</b>				
	<b>PLATES</b>	<b>BOWLS</b>	<b>FORKS</b>	<b>HOT CUPS</b>
<b>Staples Sustainable Earth (compostable)</b>	9”-250 for \$46.99 (.18 pp)	12 oz-125 for \$17.99 (.14 pp)	300 med-duty for \$17.79 (.05 pp)	12 oz- 500 for \$50.49 (.10 pp)
<b>Eco-Products (compostable)</b>	9”- 500 for \$80.03 (.16 pp)	12 oz-1000 for \$106. (.10 pp)	1000 7” for \$67.85 (.06 pp)	12 oz- 500 for \$75.91 (.15 pp)
<b>Dixie (disposable)</b>	8.5” -300 heavy duty for \$18.48 (.16 pp)	12 oz- 500 heavy duty for \$44.36 (.08 pp)	1,000 plastic 7” heavyweight for \$24.76 (.02 pp)	12 oz-500 Dixie To-Go for \$62.99 (.12 pp)

**ZERO WASTE–FRIENDLY CATERERS/FOOD TRUCKS**

**Below is a list of caterers in the area known to be experienced with ZW events.** If composting is part of your ZW event, be sure to remind the vendor that ONLY BPI Certified products should be used. It’s always a good idea to check in with each vendor at an event to ensure products bear the BPI logo or ask to see packaging.

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**Barefoot Barbecue, Lakewood** | Food Truck/Catering, 303-519-9518

**Footer's Catering, Denver** | 303-762-1410

**Fresh Tracks Catering, Evergreen** | 303-526-0511

**Tilfords Pizza, Lakewood** | Food Truck, 720-504-8822

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