

# Zero Waste Party Guidelines



UCAR and NCAR strive to offer zero waste events. Going for zero waste means that we prioritize the conservation of our precious resources by first minimizing the amount of “stuff” we need to use for our events, then making sure the “stuff” we do use can be re-used, recycled, or composted afterwards. We may still have a few things going to the landfill, but we can get close to zero!

Thank you for sharing our commitment to zero waste!

## Food & Drink/ Catering:

- When placing a catering order, decline disposable plates, cups, silverware, and napkins. Instead use washable and reusable plates, glasses, cutlery, tableware, napkins, linen, and serving utensils. If disposable is absolutely necessary, provide compostable or recyclable options, and make sure to provide recycle and compost bins.
- Serve dishes “family style” to avoid individually packaged products such as: sandwich platters, salad bowls, cookies or chips.
- Whenever possible, use bulk containers for condiments instead of using individually wrapped items (such as: ketchup, mayo, mustard, mints, salt, pepper, or sugar).
- Serve finger foods. For example: vegetables and dip, cheese, crackers, skewers of fruit or grilled meat, etc. These items don’t require utensils and trash isn’t created from individual wrappers.
- At a buffet, consider using smaller-sized plates for the food. This encourages guests to take only the food they need, reducing food waste.
- When serving drinks, supply bartenders with recycling bins so all glass, plastic, and aluminum containers can be recycled with other event recycling.
- Provide cocktail napkins, straws and stirrers only upon request.
- Replace red plastic cups, with clear #1 / #2 plastic cups that can go in regular recycling bins.
- Make arrangements to donate any usable leftovers to a food bank or shelter.

## Buy Local

- **Product Transport:** Minimize product transport by purchasing event food and materials locally whenever possible. Plan ahead to minimize the number of shipments or shopping trips you make.

## Presentation:

- Use cloth or sturdy plastic tablecloths that can be cleaned and reused.
- Avoid disposable decorations (plastic figurines, balloons, glitter, etc)
- Choose reusable and sustainable centerpieces like potted plants, local flowers, fruit, evergreen boughs, etc. These can then be offered to guests to take home after the event or composted.

## Recycling & Composting

- Set up a recycling and compost bin next to each trash can and line with clear liners to make it easy to check for unrecyclable waste. Call the Sustainability Team to arrange for bin delivery.
- Place well-labeled signs by compost and recycling bins to educate guests about green efforts and to teach them how to sort their waste. Call the Sustainability Team if you need bin signs.
- Place small, discreet table tent signs on tables describing which items are recyclable, compostable, organic, locally grown or produced.

## Local Recycling Resources

### **Eco-Cycle Recycle Collection List**

<http://ecocycle.org/newsletters/pdfs/2008ECTfallpullout.pdf>

### **Western Disposal Recycle Collection List**

[http://www.westerndisposal.com/knowbefore\\_residentialguidelines.html#recyclingguidelines](http://www.westerndisposal.com/knowbefore_residentialguidelines.html#recyclingguidelines)