

# Guide for a Zero Waste Event

A Zero Waste Event is one where careful consideration is given to the products used on site and where these end up post event. Please visit [www.zerowasteevents.org.nz](http://www.zerowasteevents.org.nz) for more information.

*4 easy steps to creating a Zero Waste Event.*

## 1) Reduce incoming waste

Consider all waste that could be generated by your event. This will depend on:

- Event type
- Attendee numbers
- Event duration
- Stall type / activity
- Unique event waste e.g. coconut husks

Your waste service provider will be able to help you determine the number of bins you will need. For a daytime only event, allow 1-2 kgs per person (including 'back of house' waste)

## 2) Choose the right bin

The materials coming into your event will determine the bins you require.

Tier 1: Recycling and Composting or Composting Bins only

Tier 2: Rubbish, Recycling and Composting bins

Tier 3: Rubbish and Recycling

- Always place bins together in 'stations' e.g. a recycling, compost and rubbish bin in a group.
- Place stations where people gather **to eat**. Large numbers of bins are not required where people purchase food and beverage.
- Too many bins are better – overflowing bins make clean up harder and more costly
- The more you empty your bins, the less you require. To avoid overflow, set your service schedules to empty bins before they get full.

## 3) Let people know

It is essential to educate and guide event goers to use your Zero Waste system properly. This can be achieved using the following steps:

Create clear signage – Signs should be clear and bold. Use flags or large signs to denote bin stations

Promote Zero Waste – publicize your Zero Waste Event via promotional material, websites, social media, programmes and event day announcement. Keep messages clear and simple to help event goers retain information.

Staff bin stations – Clear signage doesn't always prevent attendees from distributing waste in the wrong bins, as there is often confusion about what can and cannot be recycled. The most effective way to ensure the correct waste-to-bin allocation is to staff your bin stations. Your staff can help attendees dispose their waste properly.

## 4) Capture feedback

It is important to acquire feedback regarding your waste management and reduction. This will clarify what worked and what didn't. It will also provide information you can share with your event team.

Once you have accrued data, write up the results and share them with suppliers, staff and sponsors. A simple email with key figures will suffice.

These numbers will highlight their effort and achievements. Your data will also aid you in planning your next event. Finally, you may consider documenting your event as a case study so you can pass your learnings onto others.