

A Quick Guide To

# ZERO WASTE EVENTS

by



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## LOCATION

- ❑ Be conscious of where you decide to host your event. Large or noisy events should not be organised near forests or protected areas. No event should be on the edge of a water body, disturbing land and marine life.
- ❑ Choose destinations and lodges with good practices that have low impacts on the environment and are beneficial to the local community and our natural heritage.

## FOOD AND WATER

- ❑ Use reusable & washable cutlery, crockery and glassware. Single-use plastic or paper products are not an option.
- ❑ Use boiled and filtered water kept at strategic places with washable glasses. Participants can also be encouraged to bring their own refillable drinking water bottles or presented with refillable bottles as souvenirs to use and keep. No packaged drinking water should be used.
- ❑ Source food locally to reduce the event's carbon footprint and support the local economy.
- ❑ Use locally produced sweets, biscuits or other snacks instead of packaged items that come in non-recyclable plastics.

## PAPER MANAGEMENT

- ❑ Invitations should go by email with explicit instructions not to print. SMS, Whatsapp or phone calls also work for some participants.
- ❑ More use of Green boards / White Boards / Power Points for group work and presentations to reduce use of paper and ink like chart paper or flip charts.

- ❑ Conference releases / gifts should be wrapped in recycled / handmade paper and not plastic wrappers.
- ❑ All material emerging from the event could be circulated online or circulated amongst participants through pen drives / Dropbox / Google Drive etc instead of printing or using CDs.

## BRANDING

- ❑ Use cloth banners instead of one-time use plastic/vinyl flex banners.
- ❑ Encourage participants to carry their own stationery such as notebooks and pens. Keep only limited numbers for those who need.
- ❑ Promote local handmade products for a welcome kit of folders / bags or make them from recycled materials.
- ❑ Reuse old materials to make name tags (avoid plastic) OR have name tags deposited for reuse post event.

## ENERGY MANAGEMENT

- ❑ Car pools for transfer of participants to venues could be worked out in advance with some planning.
- ❑ Use of electricity during the event should be optimised. Promote switching off when not in use.
- ❑ Be conscious of the source of water. Towels, linen, room supplies may be changed on request only, instead of daily.

## WASTE MANAGEMENT

- ❑ 'Your event, your waste, your problem'. If we all followed this motto (as in Japan), the world would be free of garbage litter. Ensure you know that good practices are being followed for all the waste (liquid [grey & black] and solid [organic, recyclable & non-recyclable] waste) generated due to your event.
- ❑ Ensure labelled dustbins are available for staff and guests. Explore in advance the possibility of linking the recyclables with a local scrap dealer and the food waste with a local pig or cattle feed or community compost or a biochar unit.
- ❑ Stop using any single-use products. It increases the waste generated.

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For more details, queries, or support, feel free to contact us at:  
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