

CHECKLIST FOR PLANNING AND HOSTING A ZERO-LANDFILL EVENT

01 FIRST THINGS FIRST | FOOD, DRINK, AND SUPPLIES



Food and Drink

- Order carefully; [discuss your needs with catering](#) and agree on the right amount of food to serve.
- Serve beverages from dispensers instead of individual bottles and cans.
- If ordering from Wake Forest's Under The Oaks Catering, request reusable tableware when practical. Otherwise, ask for the compostable option. If using an outside vendor, [purchase compostable tableware](#).
- Bring reusable containers for uneaten food or request take-out containers from Under the Oaks.

Decorations and Signage

- Explore borrowing decorations from others before buying new. Or, buy decorations that can be reused.
- Use reusable tablecloths instead of disposable ones.
- If printing signage, make it general so that it can be reused at future events (e.g. avoid using dates).

02 PUT WASTE IN ITS PLACE | WASTE MANAGEMENT



- Review the WFU event waste-sorting chart, [Put Waste in Its Place](#).
- [Submit a request](#) for the [Compost Crew](#) to collect food waste and other compostable items during the event.
- Based on the type and amount of waste your event will generate, [submit a work order](#) for the collection bins you will need: compost, paper recycling, bottles/cans recycling, and/or landfill.

03 SHARE YOUR GAMEPLAN | COMMUNICATE WITH ATTENDEES



- Encourage each guest to bring a reusable water bottle and/or coffee mug.
- Promote the event electronically, rather than using printed material.
- Issue electronic tickets instead of paper tickets.

04 IT'S SHOWTIME, FOLKS! | DAY OF THE EVENT



- Organize waste collection bins into uniform "waste sorting stations."
- Ensure that there are NO standalone collection bins.
- Announce to attendees your zero-landfill intentions; ask them to pitch in and spread the word.
- Remind everyone to refrigerate all uneaten food that is packaged for take-away.

WE'RE HERE TO HELP!

Contact the WFU Office of Sustainability for guidance or assistance: sustainability@wfu.edu / 336-758-3328