**01 FIRST THINGS FIRST | FOOD, DRINK, AND SUPPLIES**

**Food and Drink**
- Contact WFU’s Under the Oaks Catering to discuss your needs and agree on the right amount of food to serve.
- Serve beverages from dispensers instead of individual bottles and cans.
- Request reusable tableware when practical. Otherwise, ask Under the Oaks for the compostable option. If you have received written approval to use 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 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