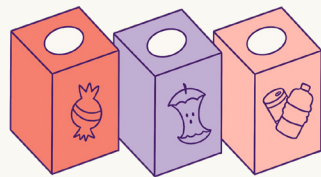
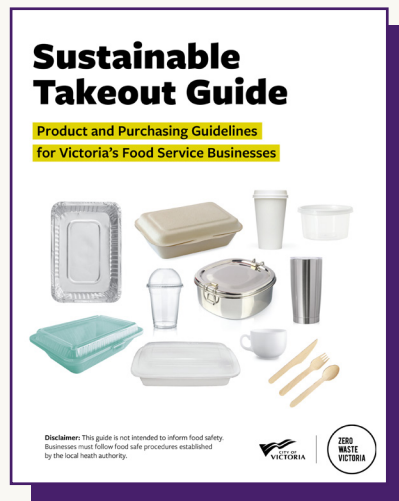


## Waste Reduction Checklist

- Reserve rentals for event décor to reduce single-use design elements.
- Advertise sustainable options that will be available at the event (e.g. refill stations) and encourage attendees to bring their own water bottle and mug.
- Contract event staff or assign volunteers to help your attendees sort their waste at designated waste stations. Some waste collectors also provide this as a service. Email zerowaste@victoria.ca for a list of these service providers.
- Email zerowaste@victoria.ca with your waste reduction questions.
- Promote your zero waste story on social media and tag the City of Victoria. **Celebrate your success!**



- Ask your waste collector to provide separate bins for recycling, organics and garbage. Clearly label each bin and include visual examples in this signage that are relevant to your event (e.g. apple core, beverage container).
- Book a water refill station or service as an alternative to selling bottled water.
- Share the City's Sustainable Takeout Guide with food vendors to help them choose sustainable options for take-out containers.
- Send your vendors information about waste reduction (see sample email below).



### Example email

Dear Vendor,

We are excited to have you at our upcoming event! Please help us make **EVENT NAME** as sustainable as possible with the following suggestions to help reduce waste:

- Use food service ware or sample cups that are reusable, recyclable or compostable (uncoated fibre). Please do not use compostable plastic. See the City of Victoria's Sustainable Takeout Guide for more examples of sustainable options.
- Avoid disposable items that may end up in the environment such as balloons, plastic confetti, and heavily packaged give-aways.
- Select reusable or recyclable materials for the construction of booths, displays and exhibits.
- Compost food waste and recycle packaging to keep these items out of the landfill.

**Thank you for helping us make this a sustainable event!**

# Zero Waste Event Guide

Waste Reduction Guidelines for Victoria's Event Industry



This guide contains straightforward advice and useful resources to help you reduce as much waste as possible from the event you're planning in Victoria, BC



If reusable dishes and cutlery aren't an option, ask your vendors to use wooden cutlery and compostable paper fibre products instead.

Ensure waste sorting bins have attendants to help people sort their waste.

Coordinate a reusable cup service for your drink vendors or beverage tent.

Rent a water refill station or service

WELCOME!

Discourage the distribution of plastic materials, balloons, heavily packaged products and disposable items.

Encourage vendors to avoid giveaways and other unnecessary 'swag'.

