

SUSTAINABLY PLANNED AND RESOURCED EVENTS

A QUICK & EASY GUIDE TO REDUCING WASTE AT SMALL EVENTS AT TUFTS

What you need:

- Designated waste bins for Recycling, Compost, and Trash and set them up with [event signage](#).
- Clear liners for recycling, black bags for trash, and compostable liners for your compost (brown paper bags can be used in place of compostable liners).
- If possible, designate someone to help people sort their waste at the waste station! Make sure wherever you have 1 waste bin, you have the other 2 streams. Remove any unnecessary bins so you can monitor waste better and limit contamination.
- To make your event truly zero waste, either provide or have your attendees bring their own reusable plates, bowls, cups, silverware, and mugs.
- Can't do reusables? check out below for waste options:
 - Plates & bowls: fiber based, compostable, no waxy coating.
 - Napkins: No specifics needed. All can be composted regardless of their color or type.
 - Cold beverage cups: Use *regular clear* plastic cups (**not bioplastic/compostable**). These can be recycled.
 - Hot beverage cups: Neither regular nor "certified compostable" hot beverage cups can be composted OR recycled. If you are using disposable hot beverage cups for your event, they must go in the trash.
 - Utensils: We cannot compost bioplastic silverware so you can purchase whatever cutlery you want. It must go in the trash.



Post Event:

- Tie up each bag and take it to the nearest exterior bins. Locations for outdoor compost drop-off bins can be found on our [eco-map](#). Make sure to keep your plastic bags out of the recycling!
- Want to go the extra mile? Weigh your waste and send it and a photo from your event to Recycle@tufts.edu to be featured on the @GreenTufts Instagram!



Want more detailed guidance? Contact recycle@tufts.edu to get free professional advice on how to reduce waste at your event.