

# Event Greening Guidelines

With these guidelines, the goal is to strive for a Zero Waste event!

## 1. Supplies, Decorations & Giveaways

- Reusable plates, cups, utensils, tablecloths, etc are ideal, but in their absence, compostable items should be used. Source examples follow with hyperlinks to vendor websites:

Plates	Chinet brand 100% paper @Costco, Target or Jewel
Hot Cups	<a href="#">Webstaurant</a> , <a href="#">EcoProducts</a> , <a href="#">World Centric</a> , <a href="#">Green Home</a> , <a href="#">Amazon</a> , <a href="#">Onyx Company</a> *, Whole Foods, Staples
Cold Cups	<a href="#">Webstaurant</a> , <a href="#">EcoProducts</a> , <a href="#">World Centric</a> , <a href="#">Green Home</a> , <a href="#">Amazon</a> , <a href="#">Onyx Company</a> *, Whole Foods, Staples
Utensils	<a href="#">Webstaurant</a> , <a href="#">EcoProducts</a> , <a href="#">World Centric</a> , <a href="#">Green Home</a> , <a href="#">Amazon</a> , <a href="#">Onyx Company</a> *, Whole Foods, Staples
Straws	<a href="#">Webstaurant</a> , <a href="#">EcoProducts</a> , <a href="#">World Centric</a> , <a href="#">Green Home</a> , <a href="#">Amazon</a> , <a href="#">Onyx Company</a> *, Whole Foods, Staples
Napkins	Any brand or color can be composted

- Ensure items are **BPI or ASTM 6400** certified compostable
- Avoid/minimize single-use decorations/promotional/giveaway items; i.e. plastic trinkets, balloons, etc
- Avoid straws, #6 hard plastics (Solo cups), and polystyrene (Styrofoam) as they cannot be recycled with “regular” recycling

## 2. Composting & Recycling

- Create a 4-bin “Waste Station”: compost bin, recycling bin, garbage bin, liquids bin
  - Staff the Waste Stations with volunteers to guide the users and prevent contamination in each bin
- [Collective Resource](#) in Evanston offers 5-gallon buckets and 32-gallon bins to capture food scraps and compostable items
  - For pricing and a list of items that can be composted, see [Collective Resource](#) website or 847.733.7665
- Provide clear signage for each bin with visual examples for each
- Use this guest-imator to help determine how much food will be needed: <https://www.savethefood.com/guestimator>
- Take home or donate leftover food and decorations/promotional items when possible

## 3. Communication & Documentation

- Communicate go green efforts ahead of the event within the event invitation, email, Facebook, etc
- Encourage guests to walk, bike, or carpool and encourage No Idling
- Document steps taken to green the event within existing documentation or create a new document
- Contact your local Go Green group with any questions. Go Green Wilmette: [info@gogreenwilmette.org](mailto:info@gogreenwilmette.org)

\*Contact Scott Glassman at The Onyx Company for pricing: [sglassman@onyxcompany.com](mailto:sglassman@onyxcompany.com)