

Tips for for Greening your Event



Waste Prevention Office
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Waste Prevention Office

Physical Plant Department
89 Freedman Cres.
Winnipeg, MB R3T 2N2
Tel: (204) 474-9608 Fax: (204) 474-7547
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Do it right from the start!

Plan for a zero waste event and try to include waste reduction strategies in all parts and phases of the event.

What does ZERO waste mean?

The goal of a zero waste event is that most or all of the garbage produced by an event whether it be an informal BBQ or a formal ceremony can either be recycled or composted in containers provided, with very little garbage actually going to the landfill.

It isn't as hard as you think!

- Select only items that will be reused, recycled or composted during your event so that no garbage will need to be collected.
- Plan to announce that your event is a Zero Waste Event at opening ceremonies/speeches. See the suggested text below.
- See the attached green events checklist/guidelines for ideas.
- Call or email the Waste Prevention Office (WPO) to obtain recycling and compost bins, Zero Waste Event Banner, ideas and/or support.

Please feel free to use the checklist on the following pages to assist your meeting, event or conference organization process.

Suggested text for an announcement to ensure everyone is aware of the zero waste effort and obtain the highest participation rate possible. Most effective when announced at opening ceremonies/speeches.

“As you may have noticed the (event name here) is a zero waste event this year. Waste reduction strategies have been planned in all parts of the event from (i.e. food service to the registration). All waste produced during the event can be either recycled or composted. Please look for the correct bin when disposing your waste and together we reach our goal of ensuring that nothing gets sent to the landfill from our event”.

Waste Prevention Mission Statement

“The University of Manitoba’s Waste Prevention Office endeavours to raise awareness of the social and environmental consequences of individual actions and of campus operations and works to empower the University community to affect positive environmental change through promotion, education and tools for action.”



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A. Organization and Planning

- ___ Participants and presenters are advised in advance through the promotional materials that the meeting will be green and they will be educated about what this means. The registration materials ask that participants respect and assist this process as appropriate.
- ___ Participant's/speakers gifts are durable, minimally packaged or packaged in recyclable paper.

B. Registration

- ___ Measures are taken to reduce paper waste at check-in (e.g., short registration forms, computerized systems) and ensure any paper waste is recycled.
- ___ Registration packets (if provided) are contained in a reusable holder/tote as opposed to a plastic bag.
- ___ Any name tags, placards, decorations and banners are made from materials that can be recycled or collected and reused after the event.

C. Program

- ___ The conference evaluation form has a place for participants to comment on the waste prevention practices of the event and provide suggestions for improvement.

D. Conference, Event or Meeting

- ___ Recycling bins are requested in advance and are put in place with convenient and well-marked receptacles obtained from the Waste Prevention Office (474-9608).
- ___ Reusable dry markers, erasable boards or blackboards, overheads, computer projectors and slides are used instead of paper flip charts. If paper flip charts are used any waste produced is recycled.
- ___ Brochures, handouts and session notes are double-sided when possible and are limited to those with a genuine need or interest. Any extras are recycled.
- ___ Exhibit components are reusable or recyclable. Exhibit packaging is reusable (e.g., pallets, wrappings), and/or recyclable.

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E. Food Service

- Compost and recycling collection containers are requested in advance and are in place with convenient and well-marked receptacles obtained from the Waste Prevention Office (474-9608).
- A menu that eliminates the need for serviceware has been selected. For example, serve sandwiches, fruit, cookies and/or other finger foods, hot dogs, hamburgers. When serviceware is needed, use reusables not disposables.
- No single portion package items (ketchup, coffee, cream, sugar, butter, etc.) and no single-serve containers are used. For example, condiments are in refillable pump/squeeze containers or jars with reusable spoons.*SEE NOTE BELOW
- No Styrofoam or throw away plates, cups, straws, stir-sticks or utensils, etc are used for breaks or meals. (*Paper options allow for waste to be composted).
- Use reusable or recyclable table coverings.
- Durable coffee mugs are used or paper or plastic cups used and composted or recycled.
- Any paper cups or plates, napkins or coffee filters and grounds are collected for composting.
- Any plastic cups, aluminum cans, glass bottles or plastic bottles are collected in recycling bins.
- Arrange to send leftovers to a food bank or compost leftovers (no meat, grease, or dairy products allowed in compost).

***NOTE:** If long line-ups are a concern at condiment tables, request that food service provide a few extra condiment tables to deal with the line-ups as opposed to individually packages condiments “for speedier service”. Remember: often people have to stop at the condiment table anyway for things such as lettuce and tomato.

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Zero Waste Event Evaluation

We would appreciate it if you could submit the checklist above after your event to help us keep track of the number of green events occurring on campus. Check the guidelines that were met and for any that were not met, please explain why at the end. Fill in N/A where the guideline was not applicable. Send the checklist and this evaluation to the Waste Prevention Office by fax: 474-7547. Thank you.

Did you find the guidelines useful in helping you plan your event? Yes _____ No _____

Why: _____

What suggestions do you have for new guidelines? What existing guidelines do you feel should be revised or eliminated and why?

Other comments and/or suggestions:

Name of Event: _____ Number attended: _____

I, _____ permit the Waste Prevention Office to use the information in the report as promotion for future zero waste events.

Signature: _____ Contact Number: _____

(Note: This information is being collected under the authority of *The University of Manitoba Act*. It will not be used or disclosed for any other purposes other than the above stated purpose, unless permitted by *The Freedom of Information and Protection of Privacy Act*. Your personal information is protected by the Protection of Privacy provision of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information contact the FIPPA/PHIA Coordinator's Office (204-474-8339), University of Manitoba Archives & Special Collections, 331 Elizabeth Dafoe Library, Winnipeg, MB, R3T 2N2.)

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