**Zero Waste Event Checklist – last updated 2/2015**

### Affiliated with a Campus Organization:

**Planning**

- ○ Assess the size of your event
- ○ Assess the budget of your event
- ○ FILL OUT the [Zero Waste Service Request Form](#) at LEAST two weeks prior to your event to secure waste stations
- ○ Communicate with food vendors to find out and comprise a list of what materials will be at your event (i.e. food served, utensils, water bottles, etc.)
- ○ Contact the Zero Waste Team to train any volunteers you have as “trash talkers” (sorters at waste stations) at your event

**Clean up**

- ○ Make sure you have communicated with Bill Alderson (walderso@ucsc.edu) from Ground services to designate an area for the pick up and dropping off of bins (as specified in the [Zero Waste Service Request Form](#) above)

### CHES Affiliations:

**Planning**

- ○ Assess the size of your event:
  - If event is 35+ people see bullet (2)
  - If event is less than 35 people see bullet (1)
  - ○ (1) FILL OUT the [Dining Compost Disposition Form](#) at LEAST two weeks prior to your event
    - ○ Assess materials that will be provided at your event (i.e. food served, utensils, water bottles, etc.)
    - ○ Contact the Zero Waste Team (zerowasteucsc@gmail.com) for training and additional support.
  - ○ (2) Contact Bill Alderson at Ground Services at least 2 weeks prior to event to secure waste bins (walderso@ucsc.edu)

**Clean Up**

For less than 35 ppl event:

- ○ Organize with nearest Dining Hall a time to drop off compost
- ○ Transport all trash to nearest dumpster
- ○ Make sure all recyclables are placed in correct receptacles

For 35+ ppl:

- ○ Organize with Bill Alderson at Ground Services a pick up and drop off location for waste bins