

MONTH BEFORE

FIND A LOCATION

- When you choose a space, check:
 - Is it transit friendly?
 - Can people walk or bike there?
 - Are there appropriate bins for garbage and recycling?
- Call RecycleSmart for assistance with large community events! The law requires large community events and large venues to plan for convenient recycling and organics collection



PLAN YOUR MENU

- Potluck: Ask guests to bring reusable containers
- Catered: Choose a caterer who uses reusable serveware
- Home cooked: inventory your containers to make sure you can carry what you need! Think salad, cake, finger foods
- Schedule a free pickup with a food recovery organization (see the green box to the right)

INVITE YOUR GUESTS

- Include the date, location, transportation options and your intention to be low or zero-waste in your invitation
- Send electronic invitations like Evite, Greenvelope or Eventbrite
- Does your community have a group text or a Facebook group? Put the information there too!
- Remember to opt for recycled content paper if you use printed items

1-2 WEEKS BEFORE

LOCATION

- Check the forecast for rain or extreme heat and update your plans, if needed
- Confirm your location is still reserved and appropriate for the event, and make changes as needed



GET SUPPLIES

- Pack up reusable tablecloths, napkins, utensils and things to hold them, like a napkin holder and jars or baskets for utensils
- Favors and decor: Plan for reusable or crafted items so you can avoid single use plastics

PICK UP PERISHABLES

- Hit the Farmers Market for produce and flowers
- Remember your reusable totes, bags and containers when you shop
- Consider bulk items from the grocery store

CHECK IN WITH GUESTS

- Encourage folks to bring reusable water bottles and drinks in recyclable containers
- Remind vendors to use reusable or compostable serveware

PLAN FOR TRANSPORTATION

- Recommend guests coordinate carpools and provide transit help (we love the Transit app!)
- Let guests know where to park their cars or bikes. Consider valet bike parking if you're throwing a big event!

DURING

RECYCLING AND ORGANICS

- Set up your sorting stations. For large events, RecycleSmart will provide Clear Stream Waste Stations and bags for free
- Assign a rotating "Recycle Monitor" to support guests sorting
- Keep an eye on your reusables and have a dish station so they don't get tossed



BE A ZERO-WASTE GUEST:

Create a reusable foodware kit for your picnics, parties and more!



SIGNAGE AND DECOR

- Use reusable flags or banners to announce your location, instead of balloons or other single use-signs



AFTER

DONATE EDIBLE FOOD

- Deliver—or meet the pickup volunteer—for edible food recovery:
RecycleSmart.org/FoodGenerators

HOORAY!

- Send guests home with good vibes and gratitude for joining your green event
- Send e-thank yous with a link to a shared photo album
- Give yourself a pat on the back for a job well done. Thank you for being part of the solution and inspiring your community!



GIVE AWAY YOUR GOODIES

You can donate leftover food from your event to local organizations! California laws protect edible food donations so that we can all prevent tasty treats from being wasted. Local food recovery organizations collect prepared foods, fresh produce, and large quantities of dry goods, then deliver food directly to organizations and people who need it. Visit the food recovery directory, available at **RecycleSmart.org/FoodGenerators**