

UO GUIDE TO GREENING EVENTS

Attaining zero waste through reduction, recycling, and composting



PLAN AHEAD

FOOD and DRINKS

1. Use durables, University Catering offers a china service option
 - *Encourage attendees to bring their own refillable beverage containers, eliminate disposable cups
 - *Events that use 100% durables qualify for free zero waste service
2. Serve food “family style,” using platters and bowls to avoid individually packaged products
 - *“Family style” events have had waste diversion rates over 95%
3. Request water service. Serve water in pitchers or dispensers; avoid bottled water if possible

DECORATIONS, EVENT MATERIALS and GIVEAWAYS

1. For decorations, use materials that can be reused, repurposed, recycled or composted (see sorting guidelines on back)
2. For giveaways, consider edible or reusable items
3. Eliminate paper handouts, event brochures and printed materials. Use powerpoint slides for event information. If paper is needed, ensure that all materials are printed double-sided on 100% post consumer recycled paper.

RECYCLING and COMPOSTING

1. Contact the UO Zero Waste Program to order zero waste service at least one week prior to the event; call (541) 346-2354 or email compost@uoregon.edu
 - Standard recycling and composting service or
 - Self-service (you pick-up, set-up, sort material, and return, free of charge)
2. Ask for volunteers to help monitor the waste stations
 - The UO Zero Waste Program offers waste monitors for an additional fee

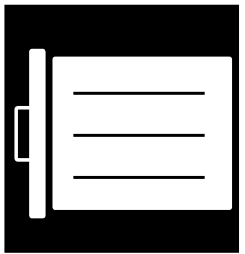



AT EVENT

USING ZERO WASTE STATIONS

1. Inform attendees about event zero waste stations, and encourage them to follow the sorting guidelines
2. Zero waste stations include bins labeled for Compost, Paper, Glass/Metal/Plastic, and Landfill (see sorting guidelines on back)
3. Use the signs and acceptable materials list (below) to sort materials into the proper bins
4. Please do not use styrofoam; food related styrofoam (cups, clamshells, etc.) is banned at all U of O events

FOR MORE INFORMATION CONTACT THE UO ZERO WASTE PROGRAM AT:
(541) 346-2354 or compost@uoregon.edu

UO ZERO WASTE SORTING GUIDE

	 <p>COMPOST FOOD PAPER FOODWARE (NAPKINS, PLATES, BOWLS) ITEMS LABELED "COMPOSTABLE"</p>	 <p>GLASS METAL PLASTIC BOTTLES & JUGS ONLY</p>	 <p>PAPER OFFICE PAPER NEWSPAPER PAPERBOARD MAGAZINES</p>
<p>CUPS UTENSILS SNACK BAGS WRAPPERS PLASTIC TUBS/JARS SAUCE PACKETS PLASTIC BAGS/FILM LIDS & CAPS DRINK CARTONS ???</p>	<p>ALL FOOD NAPKINS PAPER PLATES CHOPSTICKS ITEMS LABELED "COMPOSTABLE"</p>	<p>NO CUPS GLASS BOTTLES GLASS JARS METAL CANS PLASTIC JUGS *WITH HANDLE PLASTIC BOTTLES *OPENING SMALLER THAN BASE *NO LIDS OR CAPS</p>	<p>NO CUPS NO NAPKINS NO PLATES OFFICE PAPER NON-WHITE PAPER NEWSPAPER MAGAZINES PAPERBOARD ENVELOPES</p>

WHEN IN DOUBT... THROW IT OUT!