



Sustainable Event Toolkit

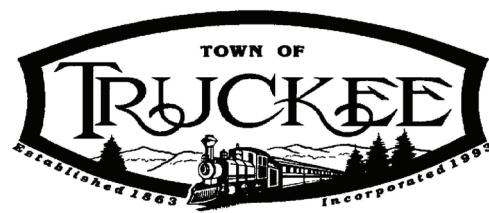




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Why focus on waste reduction?

Minimizing waste from events has a number of social and environmental benefits. Diverting recyclable and compostable materials from going to the landfill prevents unnecessary waste and reduces greenhouse gas emissions. Demonstrating a commitment to recycling and composting shows leadership in waste reduction and encourages others to take similar steps.



What material goes where?

Waste at your event can be classified into 3 types of materials:

Recyclables

Recycling at events is very similar to recycling at home. Place paper, aluminum cans, aluminum foil, glass bottles, and plastics numbers 1 and 2 in recycling receptacles.



Compostables

Place food scraps in composting receptacles. Note that Truckee's partner facilities do not accept compostable plastics or paper. These items must be sent to the landfill even if they are marked as compostable.



Garbage

Only place items in garbage receptacles if they cannot be composted or recycled. This includes plastics numbers 3 through 7 and paper products with plastic film.



For a complete recycling guide, visit keeptruckeegreen.org.





How do I set up a waste station?

1

Determine what type of waste station you need.

Waste stations at all events must have garbage and recycling containers placed side-by-side. Large events with food must also have composting containers at their waste stations.

2

Call Tahoe Truckee Sierra Disposal (TTSD).

TTSD provides waste station containers for all events. Coordinate delivery and removal of containers by calling them at 530-583-7800.

3

Label waste stations. Each waste bin should be labeled clearly to ensure proper sorting. Example signage can be found on pages 7-10.

4

Organize waste monitors. Large events serving food must have waste monitors at three-stream waste stations to ensure their success. Contact the Town at recycle@townoftruckee.com for more information.



Vendor Email Template

Below is a template for event organizers to inform vendors about waste reduction at the event.

To: vendor@abc.com
From: event.organizer@xyz.com
Subject: Sustainability at Weekend Fair

Dear Vendor,

Thank you for participating in _____ on _____. We are excited to be taking steps towards reducing waste at our event and demonstrating our commitment to the environment. As a vendor, you are essential to the success of our waste reduction goals and we want to inform you about the steps we will be taking.

[For small events and large events not serving food:] We will have waste stations with both recycling and trash options. We ask that you do not have trash cans without recycling containers. Additionally, if you plan to offer giveaways to attendees, we encourage you to use items that are reusable, recyclable, or edible.

[For large events serving food:] We will have waste stations with compost, recycling, and trash options. There will be monitors at each station to help attendees correctly sort their waste. We encourage you to also sort your waste and direct attendees to waste stations to minimize the amount of trash produced at the event. Additionally, if you plan to offer giveaways to attendees, we encourage you to use items that are reusable, recyclable, or edible.

[If applicable:] Food vendors are encouraged to hand out recyclable and compostable materials to the public. Remember that Truckee is limited in its recycling to only plastics numbers 1 and 2; we cannot recycle other plastics even if they have a recycling symbol. Additionally, Truckee's composting partners do not accept compostable plastics, paper, or wood. These items will be sent to the landfill even if they are marked compostable.

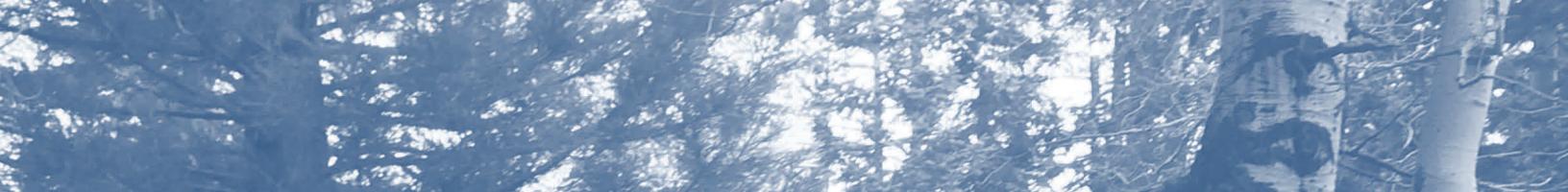
More waste reduction ideas: Whenever possible, offer finger food to minimize the need for utensils. Consider serving soup in bread bowls or ice cream in cones to reduce paper and plastic ware. If you must use plates, bowls, silverware, etc., avoid Styrofoam and preference materials that Truckee can recycle.

As event organizers, we appreciate any steps you take to contributing to waste reduction. You can find more information in the Sustainable Events Toolkit.

Thanks,

Event Organizer





Suggested Actions for a Zero Waste Event

Here are some additional actions event organizers can take to work towards a zero waste event.

Before an Event

- Train staff/volunteers to sort materials.
- Contact vendors about sustainable practices. (See Vendor Email Template)
- Purchase food/supplies close to Truckee to reduce the shipping distance.
- Use only reusable decorations. No balloons, crape paper, etc.
- Print all materials on 100% post-consumer recycled paper.
- Instruct vendors to direct attendees to public waste stations.
- Reuse signs whenever possible. Create reusable signs without dates. Print signs on paper/paper core rather than vinyl/foam core.
- Set a waste diversion goal.

During an Event

- Avoid give away items that are not reusable, recyclable, or edible.
- Provide a vegetarian meal option .
- Buy and serve all condiments, sauces, and chips in bulk.
- Do not provide straws.
- Serve food/beverages in reusable and washable containers.
- Track fuel consumption.
- Avoid light displays and outdoor heaters.



FOOD WASTE ONLY

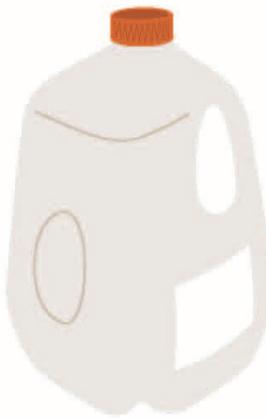
SOLO RESTOS DE COMIDA



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RECYCLING

RECICLAJE



Plastics / Plásticos 

LANDFILL

BASURA



Plastics / Plásticos

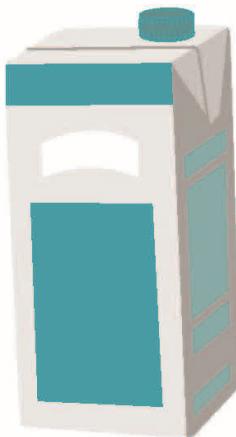


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* Landfill sign for special events with composting.

LANDFILL

BASURA



Plastics / Plásticos



Be the difference.
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* Landfill sign for special events without composting.