

# Zero Waste Public Event Guide



Garbage and recycling services are required at all events, and composting services for food scraps and compostable materials are **HIGHLY RECOMMENDED** for any event with food service.

Zero waste of resources is a goal of the City of Bellevue. Follow this guide to set up garbage, recycling, and composting services and avoid unnecessary waste at your event.

It is the responsibility of the event organizer to coordinate waste services before, during, and after the event.



To order containers and arrange for services at a temporary event, email **Republic Services** at [eventorders@republicservices.com](mailto:eventorders@republicservices.com). For additional information and assistance, call **Bellevue Utilities**, 425-452-6932, or email [recycle@bellevuewa.gov](mailto:recycle@bellevuewa.gov).

## BEFORE THE EVENT

### Determine quantity of waste stations needed

Ask Republic Services for guidance on calculating the number of waste stations needed for your event. Plan to place waste stations in highly visible, convenient locations such as entry and exit points to the event and near restrooms and tables where people will eat. For large events, additional carts may be needed along main walking paths. Make sure garbage, recycling and **compost carts** are available by food vendors.

### Order waste stations and service

- To have garbage, recycling, and composting containers delivered in time, contact Republic Services Customer Service at least two weeks in advance of your event.
- For pricing, go to [RepublicBellevue.com](http://RepublicBellevue.com) and scroll down to **Rates/Special Event Rates**.
- Your event will be billed the first week of the following month; no deposit required.

- If event occurs on a Saturday or Sunday, coordinate cart delivery on the Friday prior and removal for the Monday after the event.

### Determine the proper size container

Containers are 96-gallon carts, but can be smaller upon request. Republic Services does not usually empty carts or dumpsters throughout an event. For events that last longer, smaller bins are recommended for staff/volunteers who may need to empty the bins into dumpsters throughout the event.

Republic Services will deliver carts to a drop-off point at the event site. Event organizers are responsible for moving the carts to the desired locations and returning the carts to the drop-off point at the end of the event. If necessary, staff/volunteers can place waste from carts and their own bins into on-site dumpsters. At the end of the event, Republic Services will pick up the dumpsters as well as any additional full carts.

Avoid	Zero Waste Alternatives
Single serving items such as condiment packets and small creamers	Bulk or refillable containers like cartons, pitchers, or pump-containers
Plastic-coated, plastic, or polystyrene service ware and utensils. Straws of any kind.	Uncoated paper products, compostable utensils, cups, lids, etc.
Plastic stir sticks	Compostable wooden stir sticks
Bottled water and single-use beverage containers	Tap water, water bottle refilling stations. Encourage vendors, staff and event participants to bring their own reusable beverage container
Excessive serving sizes and inedible garnishes	Offer smaller serving sizes with edible or no garnish

Event organizers must provide their own bags/liners for waste carts (optional) – any type of bag is accepted for garbage. No bags are preferred for recycling and organics, however if bags are necessary, clear bags must be used for recycling and compostable bags for composting carts.

**TIP:** Request and train event volunteers to help attendees sort waste correctly.

### Use clear, consistent signage

Each Republic Services cart will have an 11x17 zero waste sorting poster attached. Additional posters available upon request.

**TIP:** Work with vendors such as caterers and food trucks to create signs tailored to the specific materials.



### Communicate with vendors and catering

When vendors submit their application, let them know your event is zero waste. Inform them the entire event seeks to use reusable or compostable servingware. This will help those who attend the event successfully sort their waste.

Have each vendor inform you what packaging will be used. Let the waste-station volunteers know which vendors will promote zero waste and which ones will not.

Encourage vendors to give away reusable items. Single-use or packaged items generate more garbage.

Encourage food vendors to provide compostable or reusable servingware and product packaging.

Share this Accepted Compostable Products List from Compost Manufacturing Alliance, [CompostManufacturingAlliance.com](http://CompostManufacturingAlliance.com).



**TIP:** Consider creating an accepted/encouraged materials list for food vendors to standardize the food service waste at your event.

## Excess food generated at the event

Let the vendors know they can donate excess food to local food banks or food recovery organizations.

Local organizations to consider:

- OSL (Operation Sack Lunch)
- Hopelink
- Food Lifeline

## Required Vendor Recycling

Vendors are responsible for providing recycling at official gatherings and sports events. Recycling is required under RCW 70.93.093. Please refer to the Department of Ecology Recycling Requirement Publication for more details at [Ecology.wa.gov/About-us/Online-tools-publications/Publications-forms](https://www.ecology.wa.gov/About-us/Online-tools-publications/Publications-forms). Include recycling collection in your beverage vendor contract. The vendor contract should include:

- Your recycling plan.
- Number of recycling carts needed.
- Who is responsible for emptying the recycling carts.
- How often and where the recycling carts will be emptied

## Recruit Volunteers

Waste station volunteers help encourage participants to efficiently recycle and dispose of waste. Reduced price/free event tickets, shirts, or free meals at the event are great incentives to have people volunteer and it's a great way to show appreciation.

Post-event clean-up crew: a volunteer clean-up crew can help ensure waste makes it to the right place and litter isn't left behind.



## Walk the talk

Use waste-free advertising such as electronic media for event publicizing, registration and confirmation.

Use paper flyers sparingly and strategically. Avoid laminating or using paint on flyers. Laminated or painted paper cannot be recycled.

Design reusable or recyclable signs and decorations.

Encourage event staff to use their own reusable beverage container at the event.

If your event includes giveaways, invest in items people will want to reuse after the event such as reusable water bottles or tote bags.

## Promote zero waste practices

To promote zero waste efforts, advertise bringing a reusable water bottle and tote bag to the event. For events that allow participants to bring their own food, encourage attendees to pack utensils and zero waste snacks for themselves.

# DURING THE EVENT

**Have trained staff or volunteers** monitor waste stations and be available to answer questions about sorting accurately.

**Follow up with the vendors** to confirm materials advertised meet the City of Bellevue standards for recyclable and compostable materials, as rules may vary from city to city.

**Make brief announcements** about zero waste efforts during the event. Remind attendees that proper sorting can prevent contamination.



# AFTER THE EVENT

## Promote successes

**Evaluate lessons learned** and determine what changes could be made for the next event.

**TIP:** Record the number of attendees. Measure the amount of material recycled and trash collected.

