

Zero Waste Facility Guidelines

Event Checklist



A “Zero Waste” event requires all materials to be reused, recycled, or composted at the end of the event. Thank you for your commitment to UC Berkeley’s goal to achieve Zero Waste by 2020.

PLANNING AND INFRASTRUCTURE

The facility is responsible for coordinating with their selected zero waste caterer, planning bin placement to prevent waste contamination, and ensuring all event materials are reusable, recyclable, or compostable.

- ☐ Select a caterer from our zero waste certified caterer list.
- ☐ Designate a space in the facility to store frames, bins, liners lids, and signs.
- ☐ Coordinate the distribution of bins to clearly visible and easily accessible locations. **Bins must remain together as a set, NO stray bins.**
- ☐ Remove, store, or cover all landfill receptacles at the venue before the event.
- ☐ Coordinate with custodial staff to service your event.
- ☐ Coordinate with the caterer for the storage and return of all equipment.
- ☐ Ensure that all table decorations are reusable or compostable (ex. potted plants or baskets of produce).
- ☐ Ensure that all name tags and other program materials are reusable or recyclable.
- ☐ Ensure that all materials end up in the proper receptacles and dumpsters for pick up.
- ☐ Consider having staff or volunteers assist guests as they properly sort their materials into the appropriate bin.
- ☐ Include information about Zero Waste Events on the facility website.



BIN REQUIREMENTS

Zero Waste events require specifically labelled bins to incentivize proper recycling and composting behavior. If the facility does not have the required bins, contact the Cal Zero Waste office at (510) 643-4612.

- ☐ Bins to collect recycling and compost materials only.
NO landfill bins.
- ☐ Appropriate bags/liners for each respective bin: compostable and clear.
- ☐ Lids for each bin: recycling and compost.
- ☐ Signs on and near the bins that are clearly labeled with images of menu items if possible.



I have read and agree to the requirements stated above, and will proudly follow these guidelines as a certified UC Berkeley Zero Waste Event Facility. My signature below indicates our commitment to UC Berkeley's goal of Zero Waste by 2020.

Building/Facility Name _____

Website _____ Email _____

Building/Facility Manager Name _____
(please print clearly) (signature) (date)