



Guide to Hosting Low Waste Events



#ReduceWaste



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The logo for CENN (Center for Environmental and Natural Resources). It features the word "CENN" in a large, bold, sans-serif font. Below it, the tagline "Shaping the Future by Changing Today" is written in a smaller font. The logo is set against a background of green and yellow geometric shapes.

Plan low waste events to prevent as much waste as possible. This can be achieved through careful planning, clear communication with event organizers and attendees, and a bit of creativity. This guide explains the basics of low waste events by focusing on reducing (1) paper, (2) plastic, (3) food waste and (4) recycling what is left.

**If you have more questions,
please email: CENN at: info@cenn.org**

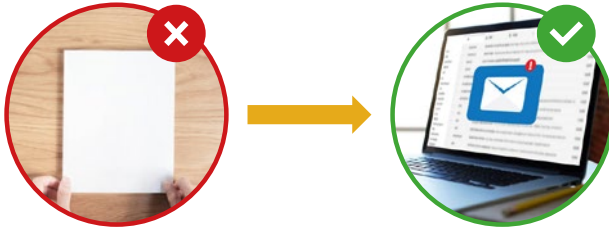


1

Reducing Paper Waste

To reduce paper waste, opt for a “paperless event.”

E-mail attendees the schedule and any event documents ahead of time.



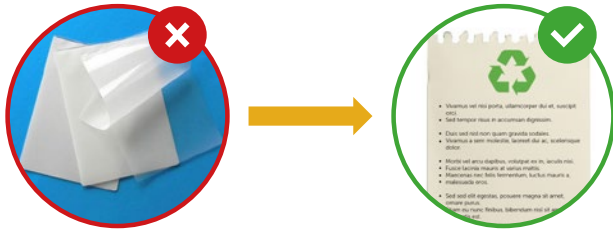
Suggest guests to bring electronic devices. For printed papers ensure that there will be post-event waste-paper collection so that sorted paper waste can be collected for recycling. Make sure to provide free Wi-Fi to guests.



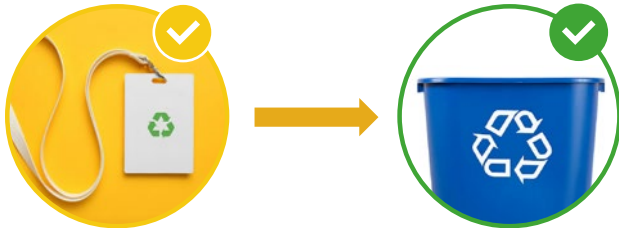
Send out electronic invitations. Advise attendees to keep an e-version of the invitation on the cloud or a smartphone. When sending paper invitations (if absolutely necessary), select those made from recycled paper.



Make sure your invitation is recyclable. Avoid bright-colored, dark-colored, fluorescent or metallic papers, which cannot be recycled. If your event requires tickets, go digital or have a guest list ready.



If you distribute name tags, print them on recycled materials. CENN recommends Green Gift for recycled paper products. If you use name/organization badges or lanyards, advise participants to return them to the event organizer at the end of the event. Ensure a collection point or box for the lanyards.



2

Reducing Plastic Waste

Use this chart to replace single-use plastics with reusable alternatives:

Plastic, Single-Use Products to Avoid

Plastic-Free, Reusable Alternatives



Plastic water/beverage bottles



Provide a water pitcher/ glass dispensers and reusable cups, or offer beverages in recyclable glass bottles and/or aluminum cans



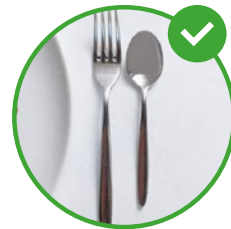
Single-use coffee/tea cups (this includes paper cups as they contain a thin plastic coating inside)



Provide reusable ceramic mugs



Single-use plastic plates and utensils



Provide reusable plates and metal utensils



Single-use plastic coffee stirrers



Offer reusable metal teaspoons for stirring coffee



Single-serving packaged condiments such as instant coffee, creamer, honey, and sugar



Provide condiments in large bowls or containers, with a reusable serving spoon



Avoid providing straws or offer paper straws



3

Reducing Food Waste

Food waste prevention will not only make your event more sustainable, it can result in reducing costs and saving more

Request from caterers that they only prepare enough food for the number of attendees, keeping in mind that many people may not eat a full meal.



Plan the menu to include only plant-based foods, as a reduction in meat consumption will lead to a reduction in dietary GHG emissions.



Plan the menu to include seasonal, organic food and locally-produced products and drinks. Choose food with minimal packaging.



Keep track of the amount of food leftover after the event and, if necessary, order that percentage less for your next event with the same caterer.



4

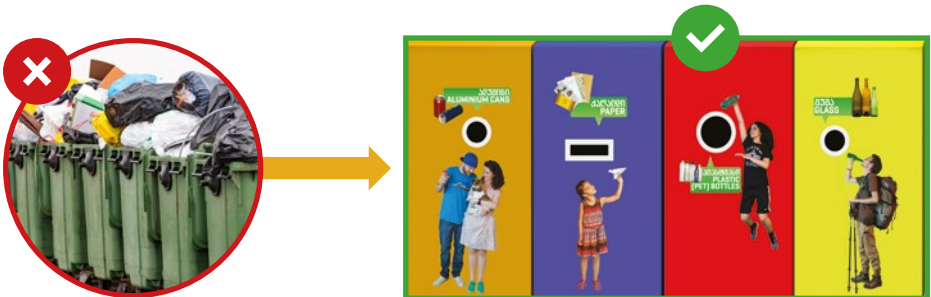
Waste Sorting

Set up a waste separation corner at your event to collect materials for recycling

Bins



In the waste sorting corner(s), set up one bin to collect each material you expect your event to generate, including a trash bin for non-recyclable materials. If possible, choose different colored-bins with lids. All bins in a waste station should be located next to each other for easy access and simplicity. If you require assistance, please contact the US-AID WMTR II Program.



Signage

Place signage on bins to indicate which items can be put in which bin (listed below), and note that **all items placed in the recycling must be clean and dry**. If you have access to a composting site, you may also collect organic waste (i.e. food scraps) at the event.

Otherwise, the following materials can be easily recycled at a waste separation corner in Tbilisi or Batumi:



Paper: Books, journals and newspapers, notebooks, envelopes, and other clean paper;



Glass: Glass bottles and jars;



Plastic: PET plastic bottles (do your best to avoid plastic bottles at the event);



Aluminum: Aluminum cans.

All other waste, including all food, plastic bags, napkins, and anything dirty or wet should be placed in the trash.



Education and awareness raising:

At the beginning of your event, announce to attendees the location(s) of the recycling station(s) and a basic overview of what waste items at the event can be recycled. An event staff worker should stand at the waste station to kindly assist people in properly sorting recyclables during meals and other high traffic times.



Include a message that the event is zero waste in the invitations, speeches, presentation openings, social media posts, and press-releases, and also place the message on the materials in order to raise public awareness. Invent some creative hashtags (or use hashtags of already successful zero waste global campaigns) and ask attendees to use the hashtag when communicating about the event.



Collection

Following the event, bring the collected recyclable items to one of Tbilisi, Kobuleti, Khelvachauri or Batumi's waste separation corners (see the map of locations here). Before placing waste into the bins, ensure you are placing it into the correctly labeled bin, and that the items you are recycling are neither dirty nor wet.

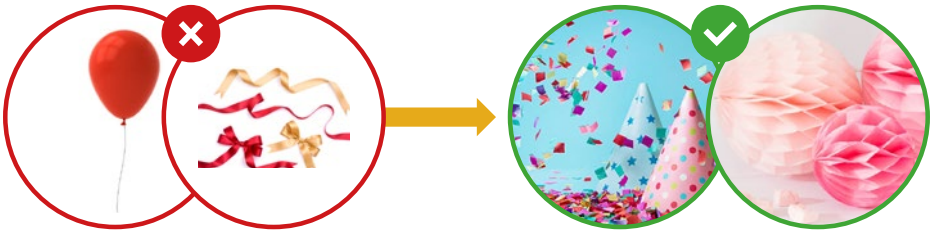
Alternatively, when planning the event, communicate with the local aggregating company Clean World and arrange with them to collect the separated waste.



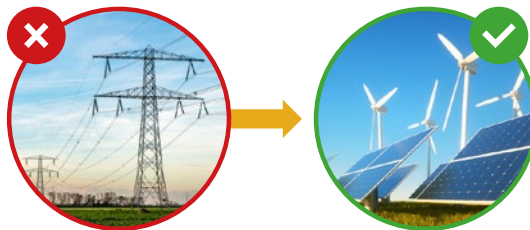
5. Other

Avoid decorations designed for one-time use (banners developed for this event, streamers, balloons, etc.).

Build your theme around recyclable décor.



Find venues that use alternative energy sources when possible (solar, wind, geothermal, biomass or hydro).



Provide LED lights on timers/motion sensors if natural light isn't possible.

