



**Sustainable Materials And Reduce Trash**

## - Event Guide -

*Suggestions for your banquets, class parties, meetings, festivals, and teacher events*



### Invitations and Decorations

- Use electronic invitations
- Reuse banners and signs from previous years
- When making new banners and signs, consider creating them so that they can be reused in the future
- Save money by borrowing and reusing/renewing decorations, tablecloths from other schools and organizations



### Plates, Cutlery, Linens, Etc.

- Avoid disposable products (single serve water bottles, plastic tablecloths and cutlery) as much as possible
- Use beverage containers that can be filled with water, lemonade, etc. that many schools have, or borrow from Wellesley Green Schools
- Use your PTO's reusable plates, forks, cups, napkins; if they don't have it, consider renting or investing in these for lots of future use
- If disposables are used, provide recyclable dinnerware and utensils; or go for compostables (see info on composting)
- Use napkins made from recycled content paper

### Food and Beverage



- Practice Food Recovery: Have containers on hand to give away the leftover food or bring it to a nearby food pantry or shelter
- Choose food that can be consumed without utensils, plates or bowls (e.g. finger food)
- Use napkins for finger foods and simple desserts

### Easy Recycling and Composting



- Plan so that there are sufficient recycling bins, conveniently located adjacent to all trash cans
- Every school has what you need to make the system work, ask your custodian
- Schedule volunteers to monitor the event area
- Buy disposable, biodegradable gloves they can use
- For composting, simply have separate waste bins next to trash/recycling bins
- Purchase appropriate sized compostable garbage bags for this
- Create clear signage showing what goes where during the event
- Book a compost hauler in advance remove compost at end of event:  
[www.blackearthcompost.com](http://www.blackearthcompost.com) or [www.bootstrapcompost.com](http://www.bootstrapcompost.com)
- For liquids, borrow mobile containers from the custodians at Sprague, Bates and other schools and pour out liquids
- Contact the Recycling Disposal Facility to arrange pickup and drop-off of the Recycle-mobile for larger, outdoor events

**Wellesley Green Schools**

[www.WellesleyGreenSchools.com](http://www.WellesleyGreenSchools.com)