



**Sustainable Materials And Reduced Trash**

# Event Guide

*Suggestions for Your Banquets, Class Parties, Fairs, Meetings and Teacher Events*

## Goal #1



- **Eliminate single-use plastic bottles at events!**
- Communicate in your invitation that the event will be BYOBottle
- Thank attendees for saving resources!

## Invitations and Decorations



- Use electronic invitations
- Design banners & signs so they can be reused
- Borrow decorations/tablecloths (email [whssustainability21@gmail.com](mailto:whssustainability21@gmail.com))
- Encourage carpooling/walking/biking/public transit to event
- Save leftover supplies for your next event

## Food and Beverage



- Avoid over-ordering food
- Purchase food that can be served without plates/utensils (roll-ups, burritos, finger food)
  - If supplying plates/utensils and composting is available at your school/venue, make sure they are BPI Certified <https://bpiworld.org/>
- Bring containers for leftovers – send home with guests or donate to food pantry
- Borrow beverage dispensers to fill with water/lemonade/iced tea (email: [whssustainability21@gmail.com](mailto:whssustainability21@gmail.com))
- Reserve free MWRA mobile water bottle filler/fountain for large outdoor events (email [waterfountain@mwra.com](mailto:waterfountain@mwra.com) and [tori.macmullin@mwra.com](mailto:tori.macmullin@mwra.com)). **BOOK EARLY!**
  - Invite attendees to use water fountain or to bring reusable water bottles
  - If supplying cups and composting is available at your school, make sure cups are BPI Certified <https://bpiworld.org/>. Otherwise, choose a cup that will produce the least amount of waste as it will need to go into the trash.

## Recycling & Composting



- Contact your school custodian (<https://wellesleysps.org/district-information/staff-directory/>)
- Locate recycling/compost bins next to trash cans
- Schedule volunteers to monitor waste diversion station
- Display signage on bins
- Book a compost hauler ([www.blackearthcompost.com](http://www.blackearthcompost.com) or [www.bootstrapcompost.com](http://www.bootstrapcompost.com)) or bring food waste to RDF if composting isn't available at your school/venue
- Contact the Recycling & Disposal Facility (781-235-7600 x3345) to secure the Recyclemobile for larger, outdoor events

**Wellesley Green Schools**

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