



Event Planning Checklist

Energy Services and Sustainability
 recycle@osu.edu

TASK	SUGGESTED TIMELINE	DEADLINE FOR EVENT	DATE COMPLETED
Understand the Zero Waste Event Guide	3 Months Prior to Event		
Set realistic goals.			
Submit the Zero Waste event application.			
Order the Zero Waste event package from Facilities Operations and Development (FOD).			
Identify your event's waste stream (recycle, compost and trash)	8 Weeks Prior to Event		
Purchase materials and, if necessary, compostable items (ASTM D6400 STANDARD).	5 Weeks Prior to Event		
Develop plan to publicize and promote the event.	4 Weeks Prior to Event and Continue Leading Up to Event		
Secure volunteers.			
Train and organize volunteers	2 Weeks Prior to Event		
Contact appropriate media and news outlets			
Identify locations for zero waste stations	1 Week Prior to Event		
Acquire Zero Waste event package from FOD	Date of Event		
Assign tasks to volunteers, including one volunteer per waste station for duration of event.			
Set up waste stations and lined bins with appropriate liners.			
Place waste stations in a manner that can only be approached from one direction.			
Attach signs properly to waste stations.			
Check bins often for contamination and remediate.			
Inform event participants of what the Zero Waste event is all about.			
Make announcements throughout the event about the zero waste efforts and its impact on the environment.			