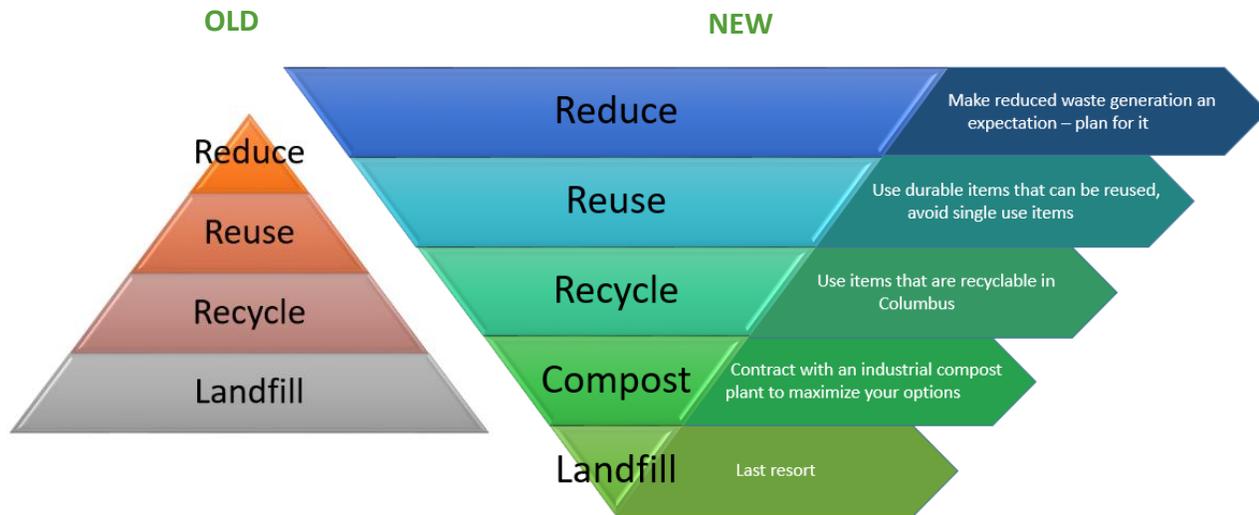


GREEN EVENT PLANNING COLUMBUS/BARTHOLOMEW

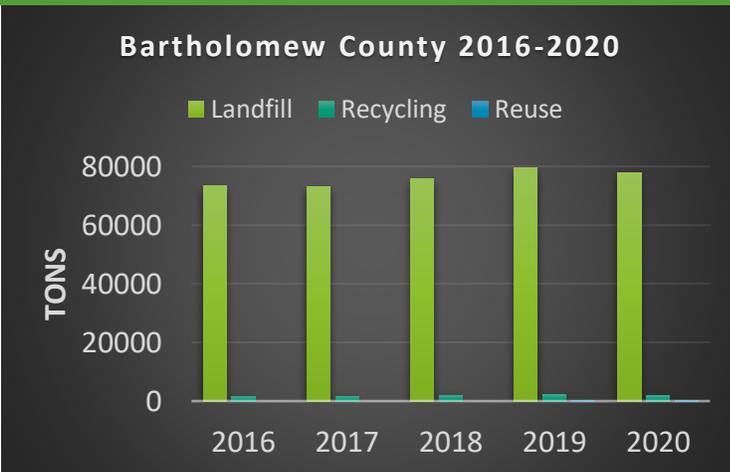
WHAT IS GREEN EVENT PLANNING?

Green Event Planning is a planning guide for event coordinators in Bartholomew County. This guide supports the county in reaching the Bartholomew County Solid Waste Management District’s (BCSWMD) 5-year goal to minimize the solid waste stream and manage it comprehensively. (BCSWMD, 2020)

Event Coordinators can be mindful and take steps to reduce or prevent waste generation. Events can be used to help the public be more aware of the impact of their choices related to waste production. Any waste reduction is a step in the right direction. Let’s change the way we view waste.



WHY GREEN EVENT PLANNING IS IMPORTANT



Columbus is a progressive town yet we still generate a lot of waste. In 2020 alone we added 77,951 tons of waste to our landfill.

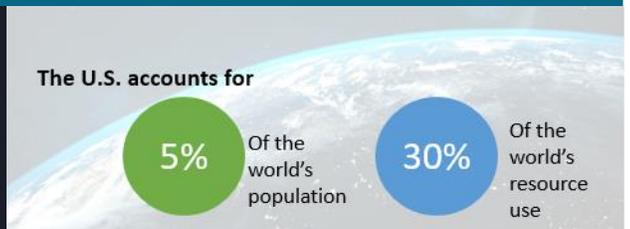
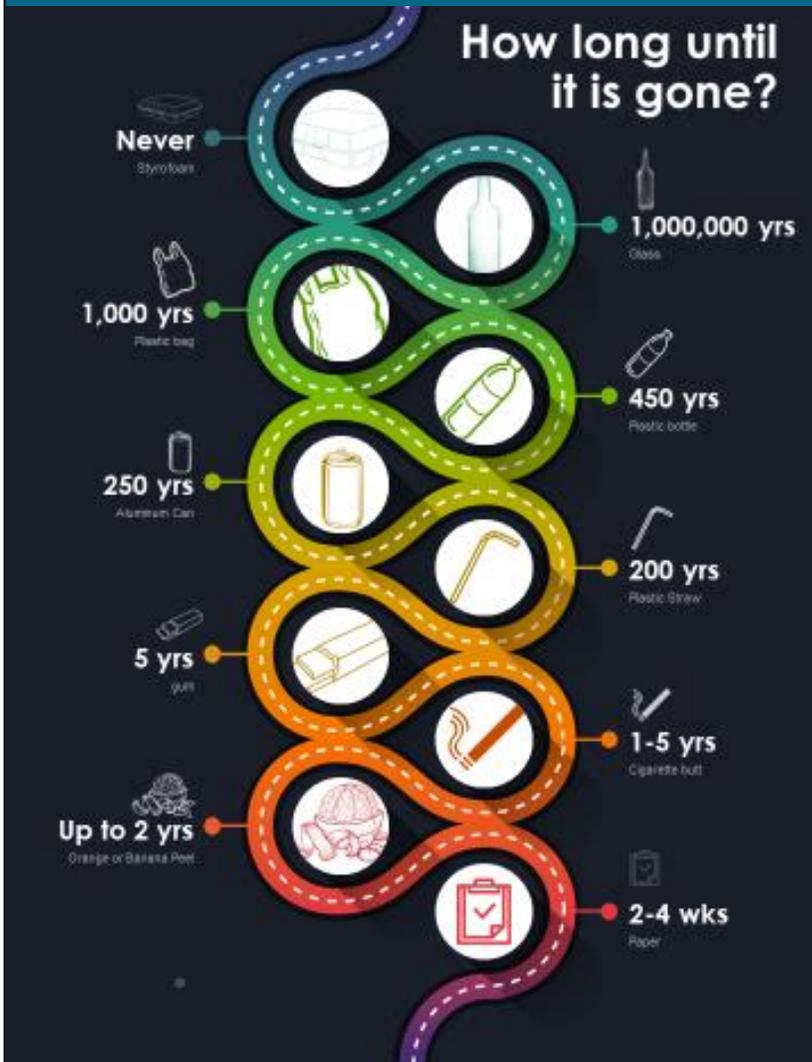
The BCSWMD has goals to decrease waste for the benefit of citizens, the city, the county, and the world by having a positive impact on the environment. Our population is growing, with a ten percent increase is forecasted by 2030. (BCSWMD, 2020) We can set the example for citizens with “green” expectations at events.

REFERENCES

BCSWMD. (2020). Bartholomew County Solid Waste Management District (BCSWMD) Five Year Plan 2021-2026. <https://www.bcswwmd.com/pdf/5YearPlan21-26.pdf>



Why we need green events



Some benefits of green events

Environment	Social	Economic
Decrease pollution (air, water, land)	Improve image / reputation	Increase market for recyclables
Reduce carbon footprint	Surplus helps those in need	Reusing items lowers cost
Increase sustainability	Make the world better for future generations	Lower cost of disposal

Every year Bartholomew Co. landfills receive an average of **75,892 tons** of garbage



Reference Materials:

How long until it is gone:

<https://www.roadrunnerwm.com/blog/decomposition-clock>

<https://int.org/wp-content/uploads/2019/04/trash-timeline.pdf>

The US Accounts for:

<http://housing.uci.edu/sustainability/action.html>

Trash bag Infographic source:

<https://envisionfrederickcounty.org/great-infographics-compost-impacts-more-than-you-think/>

https://www.in.gov/idem/recycle/files/msw_characterization_study.pdf

GREEN EVENT PLANNING CHECKLIST

PRE-EVENT PLANNING

Logistics

- Identify a reduced/zero waste team leader who will be involved in all planning meetings.
- Identify and get support from event stakeholders.
- Determine event makeup: size of event; number of attendees, businesses, exhibitors, and vendors. This will guide the amount of estimated waste. Forecast head count to avoid unnecessary waste.
- Evaluate all potential materials in the event waste stream (aluminum foil, plates, cups, napkins, silverware, cigarettes, styrofoam, food waste, liquid waste, bags, tablecloths, straws, etc.).
- Determine reduced/zero waste event goals. Determine how you will measure waste (lbs/toters/etc.).
- Identify ways to reduce unnecessary waste. Eliminate single use items.
- Consider partnerships/sponsors to assist with reducing the waste stream.
- Determine how you will handle liquids. Separating liquids from compostables will decrease weight, keep it cleaner, and may be easier for your compost provider to handle.
- Work with the City and/or County to address recycling and landfill needs, utilize toters (see Resource page).
- Contract with a compost waste hauler for event. Indianarecycling.org/food-waste-composting
- Determine how many waste stations and waste station volunteers will be needed for the event.
- Consider using reusable, sustainably-made pieces that can be given away as door prizes or reused.
- Identify non-toxic, environmentally-friendly cleaners.

Venue/Vendors

- Select a venue that will work with you to achieve your reduced/zero waste goals.
- Include reduced/zero waste expectations and guidelines in vendor agreements and contracts.
- Require list of all supplies to be used, categorize all items (liquid, compost, recycle, landfill).
- Identify ways to reduce unnecessary waste, including:
 - Ensure appropriate ordering and serving portions to avoid leftover food.
 - Eliminate single-use items.
 - Offer bulk ordering of sustainable items to vendors to reduce cost.
 - Use reusable service ware (plates, cups, utensils, etc.), if not reusable then compostable.
 - Provide recyclable take-home containers, no styrofoam.
 - Provide water refill stations instead of bottled water.
 - Use beverage dispensers or pitchers and reusable cups (instead of individual serving containers).
 - Serve finger foods to reduce or eliminate the need for utensils.
 - Serve condiments in bulk instead of individual packets (ketchup, sugar, creamer, etc.).
 - Reusable bags, no plastic bags.
 - Offer giveaways/souvenirs that are resource or energy efficient products (pencils, cloth bags, reusable water bottles and cups, sporks, chopsticks, bandanas, etc.).
 - Limit giveaways that could introduce unwanted waste streams into the event



Communication and Promotion

- Communicate reduced/zero waste guidelines to event staff, vendors, exhibitors, participants.
- Announce materials attendees should bring (e.g. reusable bottles, reusable shopping bags, etc.).
- Recruit volunteers to assist with reduced/zero waste at event based on the number of waste stations needed.
- Promote event electronically through social media, radio, newspapers, existing newsletters and newspapers.
- Partner with a local bike shop to set up and staff bicycle parking for attendees' peace of mind. Communicate bike parking availability in advance.
- Provide instructions for getting to and from the event using public transportation, people trails, etc. Encourage carpooling, biking and walking.
- Use Wayfinders/Apps/website instead of printed maps and schedules to distribute information.
- Make Wayfinders easily visible – large print, colorful, pictures, etc.
- Make any poster, banner, or signage from recycled materials. Do not include permanent dates so signs can be reused at future events.
- Materials should be labeled with the level of “post-consumer recycled content” to educate attendees.
- Make arrangements to donate or sell leftover foods. Coordinate with local food pantries, Hot Meal sites, shelters, group homes, etc.
- Partner with local schools to educate about reduced waste plans for a city event.
 - Incorporate into lunch menu the week of the event
 - Work with STEM teacher to include sustainable practices month of the event

DAY OF THE EVENT

- Set up compost, recycle, and trash bins into “waste stations,” remove all standalone containers. Locate stations where waste is generated (food service and dining areas).
- Ensure people can easily locate waste stations. Utilize signage to clearly label each container for proper disposal. Include pictures/samples of actual products at your event to make it easier for participants to sort.
- Designate area for volunteer education and check-in. Educate your volunteers prior to their shifts, demonstrate using actual materials they will encounter at the event.
- Volunteers staff the waste stations to assist in accurate sorting to educate and avoid contaminated bins.
- Make sure to empty bins on a regular basis to avoid overflow and to ensure attendees have access to the correct types of bins.
- Consider having a booth/education area regarding reduced/zero waste events and goals.
- If an unexpected landfill item is circulating during the event, try to eliminate the source of the waste.
- Conduct an exit survey about reduced waste for participants. Onsite or electronic.

POST-EVENT

- Ensure leftover food follows your donation plan.
- Calculate the carbon footprint for the event.
- Reflect on the event and your goals. Note what worked and didn't work as a reference for future events.
- Measure and document results by collecting the volume, weight, or number of bags of compost, recyclables, and landfill items. Share results with your event partners (May include city and/or BCSWMD).
- Celebrate your success! Publish the results to inspire others and thank the community, sponsors, vendors, and other stakeholders for their help and support in diverting waste from the landfill.

Adapted from the Zero Waste Event Checklist,
<https://www.sustainablecleveland.org/zwneo>



RESOURCES

TOTERS (RECYCLE AND LANDFILL)

Department of Public Works – 812-376-2508

COMPOST COMPANIES

Indiana Recycles list of Compost Haulers in Indiana <https://indianarecycling.org/food-waste-composting/>

GREEN EVENT SUPPLIES

Check with local BCSWMD and City to see if they are aware of current options...and check the internet!

<https://www.webrestaurantstore.com/green-restaurant-supplies.html>

<https://greenpaperproducts.com/>

<http://greenstaurant.com/pages/utensils/platesmain.html>

<https://www.goodstartpackaging.com/tableware/plates/>

https://www.ecoproductsstore.com/plates_and_bowls.html

Inclusion of a website does not indicate endorsement. These are merely some current options.

LOCAL RESOURCES

Department of Public Works <https://www.columbus.in.gov/public-works/columbus-recycles/>

Bartholomew County Solid Waste Management District <http://www.bcswmd.com/index.php>

INDIANA RESOURCES

Recycle Indiana: <https://www.in.gov/idem/recycle/>

Indiana Recycling Coalition:

State of Recycling <https://indianarecycling.org/state-of-recycling/>

Recycle on the Go Guide <https://indianarecycling.org/wp-content/uploads/2012/09/Recycle-on-the-Go.pdf>

Venue Recycling https://indianarecycling.org/wp-content/uploads/2019/02/Venue-Recycling-Guide_3rd-Draft.pdf

GRANTS TO SUPPORT

Check with local BCSWMD and City to see if they are aware of current options...and check the internet!

Coca-Cola: <https://kab.org/grants/coca-cola/resources/>

IDEM: <https://www.in.gov/idem/recycle/resources/indiana-community-recycling-grant-program/>

Indiana Recycling Coalition resource list: <https://indianarecycling.org/funding-for-food-waste/>

Keep America Beautiful: <https://kab.org/keep-america-beautiful-to-award-over-1-2-million-in-community-improvement-grants/>

