

Zero and Reduced Waste Event Planning Guide

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zerowasteneo

Prepared By:
ZeroWasteNEO Working Group

Information about zero and reduced waste events in this guide was compiled by the Sustainable Cleveland Zero Waste Northeast Ohio (ZeroWasteNEO) Working Group, a group that formed at the first Sustainable Cleveland Summit in 2009. ZeroWasteNEO's mission is to maximize resource recovery and landfill diversion in Northeast Ohio.

For more information, please visit
www.cuyahogarecycles.org/zero_waste_goals/



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Be sure to check out **ZeroWasteNEO's Event Checklist** and other zero-waste event resources to help plan your zero or reduced-waste event. You can find a printable checklist at www.cuyahogarecycles.org/zero_waste_goals/.

What is ZERO WASTE?

Zero waste refers to the diversion of all non-hazardous waste from the landfill through refusing, reducing, reusing, recycling, composting, and upcycling. Getting to zero waste requires thinking about how items can be eliminated or prevented from entering the waste stream and how the remaining waste can be converted into a resource. An event or operation is typically thought of as zero waste if it diverts 90% or more of its non-hazardous waste from the landfill. A reduced waste event focuses on reducing as much waste as possible through planning, recycling, composting, and education, when achieving 90% waste diversion is not possible.

For simplicity, information provided in this guide referencing “zero waste events” is also applicable to reduced waste events.

GETTING TO ZERO WASTE IS AS MUCH ABOUT THE JOURNEY AS IT IS THE DESTINATION.....

In today’s disposable society, it is often easier to throw things in the trash rather than take the time and effort needed to properly reuse and recycle them. While 90% + waste diversion may be the goal, this can be a big task, and committing to reduce the waste from your event is a step in the right direction!



Waste Reduction in Northeast Ohio

The following methods are used to manage, reduce, or eliminate waste in NEO:

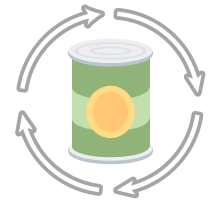
SOURCE REDUCTION

Reduce or eliminate waste at its source. To minimize waste, analyze how and where waste could be generated and try to avoid the source or reuse items where possible. Make smarter purchases and select materials with their best end-use in mind.



FOOD RECOVERY/FOOD RESCUE

Food recovery, also known as food rescue, is the practice of collecting edible food from restaurants, caterers, food vendors, grocery stores, and farmers' markets that would otherwise be disposed of and instead distributing it to homeless shelters, food pantries, emergency food programs, and others in need.



COMPOSTING

Composting generates a useful soil amendment that adds nutrients to the soil. Fruits, vegetables, yard waste, and some paper can be composted at home. Compostable serveware, dairy, meat, and bones can be composted in commercial facilities.



REUSE, RECYCLING, UPCYCLING

Reuse is the practice of using something again, whether for its original purpose or something new.

Recycling is the process of collecting, sorting, and remanufacturing used items into new products.

Upcycling or creative reuse, is the process of transforming by-products, waste materials, useless, or unwanted products into new materials or products, often of greater value than the original materials.



LANDFILL

Landfilling waste removes it from use, produces methane, a potent greenhouse gas, and potentially causes pollution in surrounding areas. Landfilling ends a product's lifecycle.



Why ZERO WASTE?

There are many economic, environmental, and social incentives to hosting a zero waste event.

ECONOMIC BENEFITS

- Lowers event costs through source reduction and landfill diversion
- Supports job creation and markets for green products & services
- Cost savings from buying less stuff

ENVIRONMENTAL BENEFITS

- Reduces waste and diverts recyclable and compostable materials from landfills
- Reduces greenhouse gas emissions from landfills
- Creates healthy soils through composting

SOCIAL BENEFITS

- Promotes a positive image, increases visibility, and increases participation for the event
- Visible leadership in waste reduction encourages others to do the same
- Increases public awareness about zero waste events and general waste reduction and recycling

**"IF YOU'RE NOT
FOR ZERO
WASTE, HOW
MUCH WASTE
ARE YOU FOR?"**

- GARY LISS

With the right planning, any event can be zero waste.

Smaller events like meetings or seminars are a great opportunity to showcase zero waste initiatives to colleagues and peers. At the start of the meeting, attendees should be reminded about zero waste efforts and how to properly sort food, beverages, and serveware.

Larger events require more planning and manpower to execute, but result in a greater impact in waste diversion and awareness.

For additional zero waste tips specific to large, outdoor events refer to pages 17-18 in this Guide.



Planning a Zero Waste Event

1 Commit to reducing your event waste

SET ZERO WASTE GOALS that are challenging, but also practical. It may not be realistic to set a 90% waste diversion goal for your first event. Be sure the goals you set can easily be measured during the event (i.e., pounds of waste diverted, number of compost bags collected, etc.). You may need to adjust your original goals throughout the event planning process to adapt to changes in event logistics and resource availability.



IDENTIFY A LEADER AND ZERO WASTE TEAM to champion zero waste efforts and keep everyone on track. These roles are key to executing a successful zero waste event.



ZERO waste is hard... starting small is better than nothing at all

Planning a true zero waste event requires time, oversight, coordination and resources to be successful. Even if you don't have a lot of time, money, or experience, you can still reduce waste from your event and help divert valuable materials from the landfill. Here are a few tips to help get you started:

- 1) START SMALL** - Identify easy to capture and manage waste streams, for example, cardboard/paper and shrink wrap from event vendors.
- 2) RECRUIT HELP** - "Deputize" event staff, vendors, volunteers, and attendees to help you meet your waste reduction goals.
- 3) MEASURE WASTE REDUCTION SUCCESS** - Any effort to reduce waste is a step in the right direction towards planning a fully zero waste event. Give yourself and your team a pat on the back for reducing waste from going to the landfill.
- 4) LEARN & GROW** - Use lessons learned from your early waste reduction efforts to find ways to reduce waste at future events. Think about how prior planning could help prevent waste from coming to your event.



**IF YOU DON'T START
SOMEWHERE, YOU'RE GONNA
GO NOWHERE**

- BOB MARLEY

Planning a Zero Waste Event

2 Review event operations & logistics

FIND A VENUE that is willing to work with you to meet your zero waste goals and determine necessary waste removal services (trash, recycling, composting). Does the event location provide any waste removal services? If not, you will need to find a vendor to provide those services or communicate with the current waste and recycling vendors to understand restrictions.

DETERMINE THE REUSABLE, RECYCLABLE, AND COMPOSTABLE MATERIALS NEEDED for the event and identify vendors to supply those items. Choose reusable serviceware whenever possible. When composting, only use BPI-certified compostable serviceware. Check with your composting company to see if they have restrictions on compostable serviceware. For additional information on composting and recycling resources, including local vendors, see Appendices 1 through 4.



Choosing Compostable Serviceware

Biodegradable ≠ Compostable

Not all “green” products are created equally. There is a lot of confusion about the difference between biodegradable and compostable products. Many products are labeled “biodegradable,” “eco-friendly,” or “green” but this doesn't mean the product is necessarily good for the environment. Truly “compostable” serviceware can be properly broken down - **only in commercial composting facilities** - and turned into compost. Be mindful of these differences when selecting serviceware vendors.

BPI-CERTIFIED COMPOSTABLE PRODUCTS

BPI-certified products are tested in approved, independent laboratories to ensure that compostable products meet standards to properly break down in commercial/industrial composting facilities. These products will break down completely, quickly, and safely, without compromising the quality of the compost. Not all “green” serviceware is BPI-certified, which can lead to challenges with your compost hauler. However, by purchasing products with the BPI-certified logo below, you can be sure your compostable serviceware can be accepted for commercial composting. Check with your compost hauler to see what materials they accept and ask your serviceware vendor if their products meet the BPI standard. To find a vendor, please see Appendix 4 or visit www.bpiworld.org.



**BE SURE TO
LOOK FOR THE
BPI LOGO WHEN
BUYING
COMPOSTABLE
PRODUCTS**

BACKYARD VS. COMMERCIAL COMPOSTING

For small events, backyard composting may be the most convenient and cost-effective way to dispose of food waste however, it is not recommended to compost meat, fish, fats, oils, grease, or compostable serviceware at home. Backyard composting does not reach temperatures high enough to safely and effectively break down food waste and compostable serviceware. Commercial composting facilities use grinders and other technology which ensures all organic waste is properly broken down, including compostable serviceware.

Check if your products are BPI-certified at www.bpiworld.org.

Planning a Zero Waste Event

2 Review event operations & logistics

STAY WITHIN BUDGET by determining if costs can be saved elsewhere to make room for zero waste costs. Perhaps consider a zero waste sponsorship or partnership to cover the added cost, especially for nonprofit or public organizations. Although most zero waste supplies are cost neutral, funding to purchase zero waste station bins, bags, gloves, and other items should be considered in the event budget, including any fees for commercial compost haulers.



IDENTIFY THE NUMBER OF ZERO WASTE STATIONS AND VOLUNTEERS needed to successfully divert waste from your event. Each waste station should have at least one easily identifiable volunteer at all times to help attendees sort waste. The Cuyahoga County Solid Waste District has zero waste volunteer vests available to loan, which help clearly identify zero waste volunteers at waste stations. Contact the District at (216) 443-3749 for more information. Read more about the roles of zero waste volunteers in Appendix 6.



HOW MANY ZERO WASTE VOLUNTEERS WILL I NEED?

To understand approximately how many volunteers you will need, consider your event size and anticipated number of waste stations. It is recommended to have at least one (1) volunteer per waste station, with volunteer shifts usually lasting 2-4 hours.

Be sure to plan for enough volunteers to also help with setup and break down of zero waste stations, in addition to staffing during the event. When available, try to have a "floating" volunteer that can check in with volunteers at the waste stations and/or fill in at a waste station as needed.

Ditch the Plastic Bottles!

An easy way to reduce waste at the source is to eliminate single use disposable water bottles at the event. Plastic water bottles can add unnecessary materials to the waste stream, as well as added cost. Depending on your event, the venue or caterer may be able to provide tap or bulk filtered water.

For larger and outdoor events, consider hiring a water distributor to supply water. See Appendix 4 for a list of local water distributors

Remind attendees to bring a reusable bottle!



Planning a Zero Waste Event

2 Review event operations & logistics



DETERMINE LOCATIONS FOR YOUR ZERO WASTE STATIONS

This will vary by event, but likely wherever there is food, there will be waste. Also, the types of materials and serveware used at the event will impact the size of bins needed and how the waste stations are set up. For example, if most items are compostable, with a few recyclable cans or bottles, it would make the most sense to have more or bigger compost receptacles. Locate Zero Waste Stations where food is consumed.



DEVELOP A PLAN FOR HANDLING, TRACKING, AND MEASURING WASTE

generated at the event. Determine who is responsible for transporting waste during and after your event and how it will be moved. For example, food donations may often need to be coordinated well in advance of the event for safety reasons. Plan how waste will be measured (pounds/tons vs. # bags collected), who is measuring it, and what tools are needed for measuring (i.e. a scale to measure weight). In general, the collection methods for waste, recyclable items, and compost will dictate how they are measured. For more information on measuring event waste, see Appendix 7.



EVALUATE YOUR WASTE STREAMS TO FIND GREATER IMPACT

through source reduction. The less waste you bring into an event, the less waste you'll have to manage during the event. For example, bulk condiments such as ketchup, mustard, cream, or sugar can be substituted for individually packaged condiments. This reduces the amount of landfilled waste and may also help save costs. Choose reusable serveware over disposable whenever possible. If reusable serveware is not an option, consider using compostable serveware, allowing waste to be composted rather than landfilled.

Planning a Zero Waste Event

3 Communication, promotion & other planning

CONSIDER USING ELECTRONIC INVITATIONS, such as e-newsletters and social media, to promote the event and avoid unnecessary paper waste. Remind attendees not to print out event invitations when applicable.

COMMUNICATE WITH VENDORS AND CATERERS about your event's zero-waste goals. Work with them to source the right materials based on what your selected waste haulers accept. For a supplementary information sheet and a sample zero-waste agreement for potential vendors and caterers, see Appendix 5.

UPDATE EVENT MARKETING MATERIALS to notify attendees that it is a zero (or reduced) waste event. Invite attendees to help do their part in reaching your event's zero-waste goals. Where applicable, include reminders for attendees to bring their own reusable mug or water bottle for water and hot beverages.

COLLECTING RSVPs?

If invitations are mailed, ask guests to RSVP through a website, phone call, or email instead of returning RSVP cards.



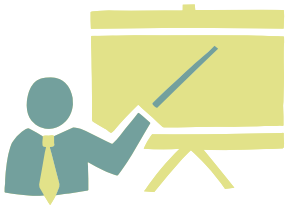
Signage used at the 2015 EarthFest

Planning a Zero Waste Event

3 Communication, promotion & other planning



RECRUIT AND EDUCATE VOLUNTEERS. In order for zero-waste efforts to be successful, it's important to utilize volunteers to monitor zero-waste stations. It is advised to host training sessions with volunteers when possible, so they know what goes where. Training can happen day of the event as needed, and be sure to recruit everyone involved in the event to assist in reducing waste. Can't host a training session? Try to prepare some quick reference materials for your zero-waste volunteers when they check in for their shift.



For help finding zero-waste volunteers, contact Carin Miller at the Cuyahoga County Solid Waste District at (216) 443-3731.

For a sample Zero Waste Volunteer Training Guide, visit: www.cuyahogarecycles.org/zero_waste_goals/.



PREPARE ZERO WASTE SIGNAGE that is easy to understand and clearly communicates which items go in which bin. Using words and images (or actual examples of items) on signage is a great idea.

Check out the Recycle Across America website for suggestions: www.recycleacrossamerica.org



MAKE A DAY-OF-EVENT TROUBLESHOOTING PLAN for potential issues that may arise during the event. No matter how much you plan, waste can always find a way to sneak into an event, so the more prepared you are ahead of time, the less stress you'll feel on event day.

Zero Waste for Large Outdoor Events

Zero and reduced waste events hosted in large, outdoor venues require special attention and preparation to ensure a successful event. Some helpful considerations when planning and executing large, outdoor zero waste events include:

- **WITH LARGE EVENTS, UNPLANNED WASTE IS ALMOST CERTAIN.** Understand that you may have little control of the materials and potential waste coming into your event. Even with the best planning, event attendees and vendors will likely bring in unexpected waste. By accepting that there will be unwanted and unknown waste streams, you can better plan ahead for the day of the event.
- **COMMUNICATION IS CRITICAL AT LARGE EVENTS.** With larger events, there are typically more people involved in the planning process and more opportunities for potential waste streams to be overlooked. A few useful tips to ensure successful communication throughout the planning process:
 - Attend all event planning meetings to understand the event logistics, potential waste streams, and to provide suggestions to help support the event's waste reduction goals.
 - Discuss zero waste goals with vendors and exhibitors well ahead of the event so there are fewer surprises and unexpected wastes day-of. See Appendix 5 for sample agreement language and additional tips.
 - On the day of the event, have zero waste leaders introduce themselves to vendors, exhibitors, and catering staff to review specific waste reduction strategies for the event and answer any questions they may have. This allows zero waste leaders to identify unexpected waste streams and helps other event staff know who to find if they have any questions during the event.



Zero Waste for Large Outdoor Events (cont.)

- **PLAN FOR WASTE BASED ON THE EVENT SPACE.** Oftentimes event waste reduction can be limited by event space amenities and restrictions. If your space has permanent landfill receptacles, make arrangements to have them emptied before your event to ensure you are starting with a clean slate. Know who is handling the waste (event staff vs. venue staff vs. zero waste team) and where it is going. Ensure on site bins and dumpsters have enough capacity and/or identify where and how waste will be taken off site.
- **VOLUNTEERS ARE KEY TO MAKE YOUR EVENT A SUCCESS.** Where possible, plan to have as many zero waste volunteers as you can. On the day of the event, have a central check-in point for volunteers to get registered and revisit for additional supplies or questions. If you have enough volunteers, assign some to be "zero waste roamers," which circulate through the event and waste stations to support other volunteers and make sure the waste reduction plan is being followed.
- **DON'T FORGET MOTHER NATURE.** With any outdoor event, weather is always a factor and can impact your zero waste efforts. On windy days, weigh down waste station bins with rocks or water-filled jugs to prevent them from flying away. If rain is in the forecast, try to locate waste stations in a covered area or have alternatives to cardboard bins if possible.

Planning a Zero Waste Event

4 Event execution



SET UP WASTE STATIONS AND SIGNAGE. Each waste station should have clear signage noting which items go where. Be sure to locate recycling and compost bins near at least one landfill bin, otherwise unattended recycling and compost bins can easily become trash cans.



CHECK IN WITH EVENT VENDORS AND CATERERS before the event starts to make sure all disposable materials provided are compostable and/or recyclable. Be sure to touch base with your event staff to make sure they also understand your zero waste goals and what measures you have in place to reach them.



INCLUDE A LIQUID BUCKET at each waste station to dump beverages and other liquids before disposing of cups and bottles. This will keep the bags and bins much cleaner and manageable for volunteers.

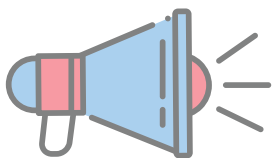


ASSIGN (OR REASSIGN) VOLUNTEERS to waste stations. Each waste station should ideally have at least one volunteer at all times to help attendees sort waste. Monitoring compost bins is often the top priority for zero waste volunteers as compost is the most susceptible and sensitive to contamination.

Short on volunteers? Try to group waste stations close together so that one volunteer can oversee more than one station. Be sure to staff the waste stations with the heaviest traffic first, then staff as many other waste stations as volunteer numbers allow. Ask all volunteers and organizers to help with waste when available.

Planning a Zero Waste Event

4 Event execution



MAKE ANNOUNCEMENTS THROUGHOUT THE EVENT to remind attendees about your zero or reduced waste goals. Have information on waste reduction, recycling, and composting available to hand out to interested participants.



CHECK FOR CONTAMINATION before recycle or compost bags are tied up and disposed of. Even though volunteers may be monitoring stations, unwanted waste still may have snuck in.



CONSIDER DONATING LEFTOVER, BUT STILL EDIBLE FOOD.

Coordinate with a local food pantry, place of worship, or shelter **beforehand**, as not all places can accept prepared food from events, and/or some may need advance notice. For more information on food donations and donating other usable items, please see Appendix 1 or visit www.cuyahogarecycles.org/recyclables/food/.

PRO TIP: HAVE AN "I DON'T KNOW" BIN

Many times unwanted waste will sneak into an event before you have the chance to catch it. Providing an "I don't know" bin at each waste station allows volunteers to set an item aside if they are unsure which bin it should go into, rather than guessing and risking contamination of recycling or compost. At the end of event have the Zero Waste Lead determine how to dispose of the "I don't know" items.

When in doubt throw it out.

Unwanted Waste Streams

No event is perfect and no matter how much planning and preparation occurs, unwanted waste can find ways to sneak in. If possible, try to find a way to collect the unwanted waste separately so it can be properly disposed of after the event. Be sure to communicate to zero waste volunteers what to do if they come across unexpected waste and make an announcement to attendees if it is widespread.

FIND AN ITEM THAT IS NOT RECYCLABLE?

If you come across an item that is not accepted by your recycling hauler, but could still be reused, don't throw it in the landfill trash just yet. Refer to the 'What Do I Do With?' searchable database on www.cuyahogarecycles.org to see if there are opportunities to give the item a second life.



WASTE CAN BE SNEAKY.

**DON'T STRESS WHEN
UNEXPECTED ITEMS
POP INTO YOUR
EVENT'S WASTE
STREAM.**

Decorations

Decorations are a common material zero waste event planners have to manage. While decorations can help make your event special, they can also be a source of non-recyclable waste. A few things to consider when planning decorations for your event:

- Plastic and single-use decorations should be avoided whenever possible.
- Opt for reusable decorations or decorations made from recycled or natural materials (i.e using a linen tablecloth, instead of plastic).
- Avoid balloon releases, confetti/glitter, sky lanterns, and other polluting practices. Try alternatives like bubbles or tree planting to keep your event memorable, without the waste.



General Health & Safety

A successful event ensures that all guests are healthy and safe.

Before your event, check the CDC website for pandemic updates in your area and be sure to follow the guidelines set in your community. www.cdc.gov/coronavirus/2019-ncov/your-health/gatherings.html

If your community has a high number of COVID-19 cases consider choosing safer activities. Outdoors is always the safest choice for spending time with people who don't live with you.

Additionally, in following COVID-19 health and safety protocols, be sure to account for masks, gloves, and other protective equipment when planning for your waste streams.



Planning a Zero Waste Event

5 Measuring impact & celebrating success



MEASURE AND DOCUMENT THE AMOUNT OF WASTE DIVERTED from the landfill as a result of your zero or reduced waste efforts. In some cases, the waste/recycling/compost hauler may be able to provide the final weight of materials collected or diverted. Take notes and pictures of what worked and what didn't work as a reminder for future zero waste events.



COMMUNICATE YOUR ACCOMPLISHMENTS with event guests, sponsors, and other stakeholders. Be sure to include accomplishments in post-event communications.



GIVE YOURSELF A PAT ON THE BACK! A lot of work goes into planning and coordinating zero waste events. Your zero waste efforts not only led to less waste generated at the event, but also demonstrated leadership and set an example for others.

DIDN'T MEET YOUR ZERO WASTE GOALS?

That's okay! You can still share your waste reduction efforts and use the experience and lessons learned as you plan for future events.

Don't let perfect be the enemy of the good. - Voltaire

Measuring Waste

Capture It Before It's Gone

One of the biggest frustrations a zero waste event planner can experience is when they find out a waste stream has been removed before they had a chance to measure it. While event staff may be eager to remove wastes from your event to maintain a clean and aesthetically pleasing event space, it can cause a lot of headaches when you try to measure your waste reduction efforts.

Be sure to communicate with vendors and event staff on when, where, and how waste streams are going to be handled throughout the event. Do your best to measure waste during the event, rather than waiting until the end. During the chaos of event clean up, sometimes wastes can be overlooked or removed and once they're gone, you will have no way to measure them. Even just counting the number of bags you are generating throughout the event could help you measure how much waste you diverted through your efforts.



Limited time and funds?

Don't worry- you can still succeed with some simple steps.

- You don't have to do it all! Pick one or two items to recycle as low-hanging fruit. Cardboard, paper, aluminum, and plastic film/shrink wrap all have free recycling options. See Appendix 2 for details.
- Ask your waste hauler if they will donate or lend recycling and landfill containers for your recycling stations. Borrow free recycling stations from the Cuyahoga County Solid Waste District. Call (216) 443-3749 for details.
- Review section 4, Event Execution, of this guide for details on signage, waste station placement, volunteers, and more.
- Celebrate your success and plan to eliminate more waste at your next event!

Questions? Wondering where to start?
Connect with the ZeroWasteNEO Working
Group to stay connected on all-things waste
reduction in Northeast Ohio.

Contact us with questions or
to join the ZWNEO email list.

Doreen Schreiber
dschreiber@cuyahogacounty.gov
(216) 443-3732

Carin Miller
cmiller@cuyahogacounty.gov
(216) 443-3731



Appendix 1

Local Composting & Food Recovery Resources

LOCAL COMPOSTING COMPANIES

Composting facilities in Northeast Ohio vary in what and how much food waste they accept. ALL of the composting and food recovery companies/organizations listed below require advance notice and confirmation of the type of food waste and compostable materials to be dropped off/picked up. It's crucial to keep contamination low, and many companies charge fees or refuse disposal of highly contaminated compost. Contact composting companies and food recovery organizations for details and pricing information, including what materials they accept.

Rust Belt Riders – Cleveland, Ohio

Provides pick-up compost service for all food waste and BPI-certified serviceware. Offers containers, staffing, training, and consulting on zero-waste events.
info@rustbeltriders.com | (216) 800-4651 | www.rustbeltriders.com

Barnes Landscape Materials & Organics Recycling – Huron, Ohio

Provides pick-up compost service for all food waste and BPI-certified serviceware. Limited services in Cuyahoga County. Contact Bob Schanz for more information.
bschanz@barnesnursery.com | (419) 433-1050 | www.barnesnursery.com

Denali Water Solutions

Need a good amount of lead time to set up. Contact Phil Collins for more information.
phil.collins@denali.water.com | (312) 339-6865 | www.denalincorp.com

FOOD RECOVERY AND DONATION

It is important to plan ahead for any leftover food you are planning to donate. Below are local resources to help connect leftover food with those in need. See www.cuyahogarecycles.org/recyclables/food/

Cuyahoga County Board of Health

For specific questions on food safety for food donations, please contact the Cuyahoga County Board of Health.

Megan Symanski | (216) 201-2001 x1248 | msymanski@ccbh.net | www.ccbh.net/food-safety-2/

Hunger Network

Food Rescue App Online application connecting those with excess food to volunteers and hunger centers in Northeast Ohio.

(216) 619-8155 | www.hungernetwork.org

Appendix 2

Local Recycling Resources

LOCAL RECYCLING HAULERS

Contact your recycling hauler for your event to determine what materials they accept. Business and residential pick-up services generally accept aluminum and steel cans, cartons, glass bottles and jars, paper, cardboard, and plastic bottles and jugs. All recyclable materials must be empty and dry before recycling to avoid contamination. Be sure to confirm the list of acceptable items with the vendor you have contracted with, as this may vary. If using residential recycling, follow the rules for your community on the Cuyahoga County Solid Waste District's website www.CuyahogaRecycles.org.

Free recycling options:

- Aluminum and/or steel cans and any other scrap metal can be taken to a local scrap yard.
- Aluminum Cans for Burned Children free aluminum can drop off sites: www.acbcoho.org/aluminum-can-recycling-sites/
- Paper and cardboard can be taken to Paper Retriever bins (216-325-1500) located in the parking lots of schools, places of worship, and other non-profits. Please note that cardboard must be flattened.
- Plastic bags and other plastic film, like shrink wrap, can be taken to retailer drop-off sites such as grocery stores, Walmart, Target, and Kohl's. Visit www.nextrex.com
- Glass is accepted at select Cullet Glass drop-off locations. Visit www.cullet.com
- Flower arrangements and vases are accepted at Big Hearted Blooms. www.bigheartedblossoms.org

For additional questions regarding recycling at your event, contact the Cuyahoga County Solid Waste District at www.CuyahogaRecycles.org or call (216) 443-3749.

Appendix 2

Local Recycling Resources (cont'd)

LOCAL RECYCLING HAULERS (cont'd)

Kimble Recycling & Disposal, Inc.

Jill Kapusta, Sales Representative
3596 St Rt 39 NW, Dover, OH 44622
(330) 440-2024 | (800) 201-0005 x3624 | www.kimblecompanies.com

Republic Services

Jim Adkins, Division Sales Manager
8123 Jones Road, Cleveland, OH 44105
(216) 246-9213 | www.republicservices.com

Royal Oak Recycling

16065 Industrial Lane, Cleveland, OH 44135
(216) 325-1500 | www.royaloakrecycling.com
Note: Call for the closest drop off

Rumpke Waste and Recycling

Rachel Merk, Account Development Representative
(216) 310-9568 x7120 | rachel.bulko@rumpke.com | www.rumpke.com

WM (formerly known as Waste Management)

Doug Agnew, Senior Account Executive, WM of Ohio, Inc.
dagnew@wm.com | (216) 410-2840 | (855) 864-1221 | www.wm.com

For additional questions regarding recycling at your event, contact the Cuyahoga County Solid Waste District at www.CuyahogaRecycles.org or call (216) 443-3749.

Appendix 3

Compostable Serviceware Vendors

Compostable serviceware certified through the Biodegradable Products Institute (BPI) meets the standards for compostability, which means the products are guaranteed to break down in a commercial compost facility. While some vendors exclusively offer products that are BPI-certified, there are others that only choose to certify certain products. For current BPI-certified companies and products, visit www.bpiworld.org.

BPI CERTIFIED PRODUCT VENDORS

TrueChoicePack

9565 Cincinnati Columbus Road | West Chester Township, OH 45069
(937) 630-3832 | www.truechoicepack.com/biogreenchoice/

Green Paper Products

225 Alpha Park | Highland Heights, OH 44143
(877) 341-5464 | www.greenpaperproducts.com

Eco-Products®

4755 Walnut Street | Boulder, CO, 80301
(888) 679-7845 | www.ecoproductsstore.com

Target, Walmart, and some local grocery stores carry some BPI-certified and home compostable products.



The image shows a callout box with a circular icon at the top right. Inside the box is the BPI logo, which consists of a stylized green leaf inside a circle, with the text 'BPI' below it. To the right of the logo, the text reads: 'COMPOSTABLE IN INDUSTRIAL FACILITIES'. Below this, in smaller text, it says: 'Check locally, as these do not exist in many communities. Not suitable for backyard composting. CERT # SAMPLE'. To the right of the callout box, the text reads: 'BE SURE TO LOOK FOR THE BPI LOGO WHEN BUYING COMPOSTABLE PRODUCTS'.

Disclaimer: The ZeroWasteNEO Working Group provides resources available at the time of production. Inclusion in the Zero Waste Event Guide should not be construed as an endorsement of any vendor or organization. For the most up-to-date information, please visit the Cuyahoga Solid Waste District's website at www.CuyahogaRecycles.org or call (216) 443-3749.

Appendix 4

Water Suppliers

CLEVELAND'S PORTABLE WATER BUGGY

Cleveland Water's Portable Water Buggy

The City of Cleveland Division of Water's water buggy is available to provide bulk water for large-scale events of 500 people or more. Due to high demand, we require a minimum notice of 2 months to review your application and approve your request. For more information or to submit a request, please contact Ray Singletary at the City of Cleveland Division of Water.

1201 Lakeside Avenue | Cleveland, OH 44114

Ray Singletary | (216) 664-244 x75816 | Ray_Singletary@ClevelandWater.com

Ramses Clements | (216) 664-2444 x75640 | Ramses_Clements@clevelandwater.com

Quench Buggy

Offers buggy or carts equipped with a filtration system to provide bulk water from a municipally-approved water source, and trained staff for general maintenance throughout events. Contact Darryl Hindle for more information.

(866) 342-9882 | info@quenchbuggy.com | www.quenchbuggy.com

The Water Tap

info@thewatertap.com | www.thewatertap.com/hire-us/

Event Water Solutions

Joey, Director of Operations | (908) 510-2563 | www.eventwatersolutions.com

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Appendix 5

Sample Agreement Letter for Partners

Event organizers should plan to coordinate with all vendors before the event to discuss zero waste goals, waste streams and proper disposal. A written agreement with vendors is advised to ensure goals are properly communicated to all partners.

Sample language may include:

We are proud to announce that [Event] will be a zero [or reduced] waste event!

The goal of a zero waste event is to reach a waste goal of [Waste Diversion Goal- (i.e. 90% diversion from the landfill)], or more. To reach this goal, we will only distribute materials that are recyclable or compostable and minimize the use of single service items wrapped individually in plastic or foil. As one of our valued partners, we need your help to accomplish this goal.

Tips for All Vendors:

- Flatten and recycle cardboard
- Properly recycle shrink wrap

Tips for Caterers & Food Vendors:

- If using a compost hauler, use BPI-certified compostable serviceware
- When possible, use reusable serviceware, e.g. glasses, plates, utensils
- Use reusable tablecloths and napkins
- Serve all condiments in bulk

Tips for Exhibitors and Vendors

- Ensure that all giveaways are reusable and useful
- All parts of display should be reusable, including tablecloth

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Appendix 6

Zero Waste Volunteer Roles

Zero waste (ZW) volunteers are responsible for helping meet your waste reduction goals. The roles of ZW volunteers can vary, so it is important to know who is responsible for what during the event. If possible, each volunteer should receive training prior to the event or during check-in on what materials go in which bin and how to communicate this with attendees.

Zero Waste Volunteer roles can include:

- **Zero Waste Event Leader-** Oversees planning and execution for waste reduction at the event. The leader should keep copies of event maps with locations of zero waste stations, volunteer lists and schedules, event schedule, zero waste talking points, and waste diversion record sheet for reference during the event.
- **Zero Waste Station Monitor-** Educates attendees on how to properly sort their waste items and corrects any contamination within each bin.
- **Transport Crew-** Checks each station regularly for contamination and replaces bags when full. Once full, bags should be delivered to designated weigh stations, dumpsters, or storage sites for pick up from haulers.
- **Waste Diversion Recorder-** Collects, weighs or counts bags, and records recyclables, compostables, and landfill material. Ensures waste is picked-up or dropped-off by/to compost hauler.
- **Zero Waste Roamer-** Travels between waste stations picking up all loose waste found on the ground and checking in with zero waste station monitors. The roamer may carry extra supplies that may be needed at each station (e.g. bags, gloves, etc.).



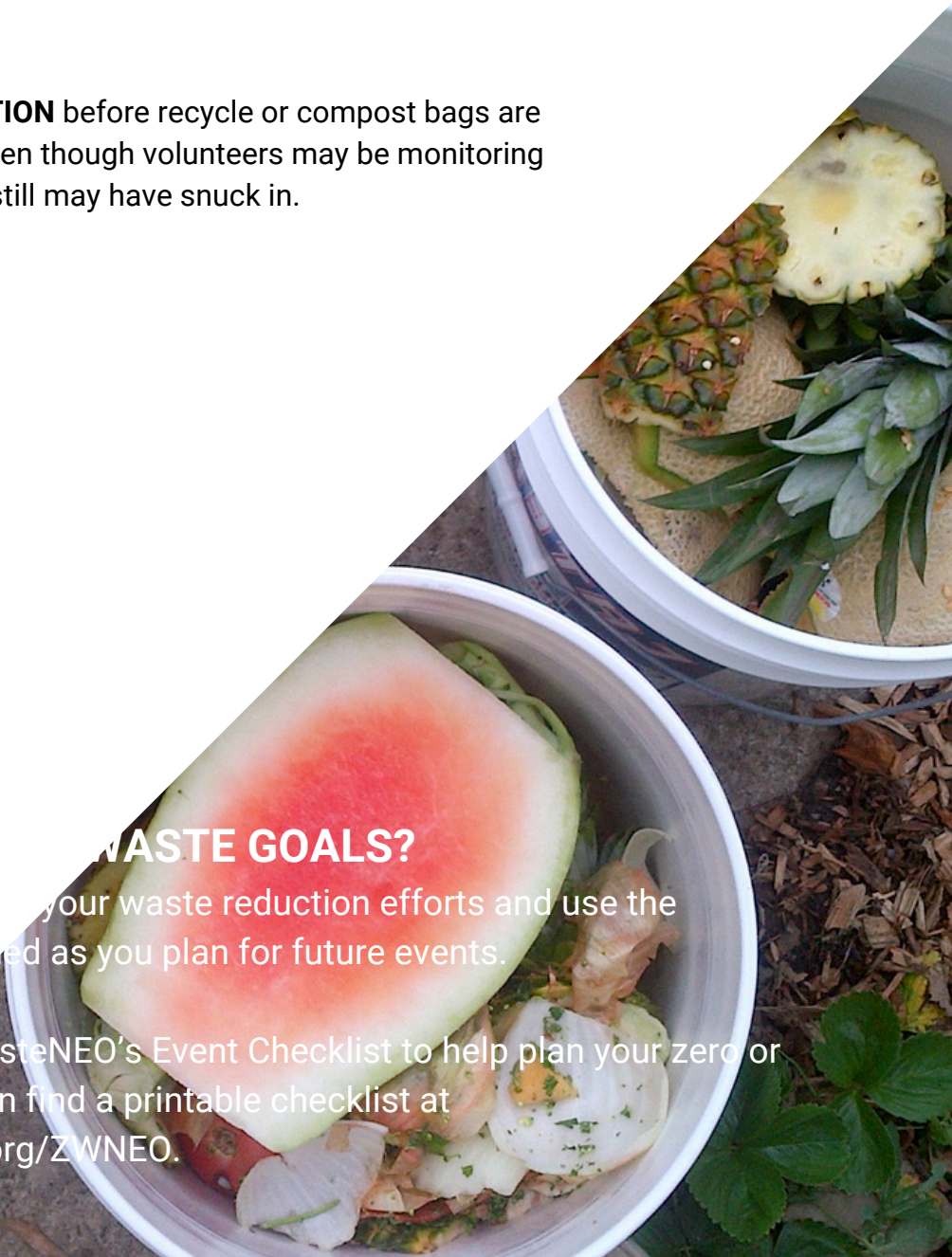
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CHECK FOR CONTAMINATION before recycle or compost bags are tied up and disposed of. Even though volunteers may be monitoring stations, unwanted waste still may have snuck in.

REACH YOUR WASTE GOALS?

Track your waste reduction efforts and use the data to inform your plans as you plan for future events.

Use ZeroWasteNEO's Event Checklist to help plan your zero or low-waste event. You can find a printable checklist at [ZeroWasteCleveland.org/ZWNEO](https://www.ZeroWasteCleveland.org/ZWNEO).



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Doc subheading

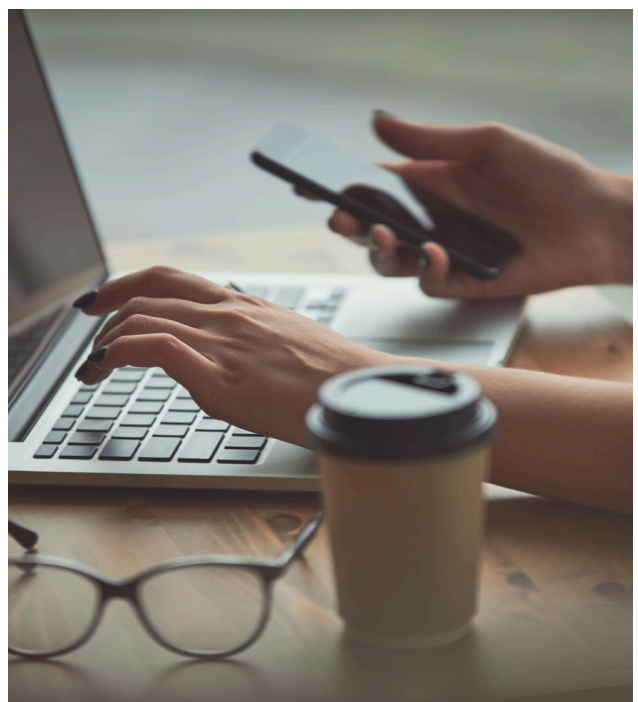
The Directors' Report is a document produced by the board of directors under the requirements of UK company law, which details the state of the company and its compliance with a set of financial, accounting and corporate responsibility,

The Directors' Report arose out of a general move for greater transparency in corporate governance. It is useful for shareholders to find out issues .



"THE COMPANY AUDITOR MUST GIVE ITS OWN REPORT ON THE DIRECTOR"

Content from this report is from Wikipedia. According to section 496, the company auditor must give its own report on the Directors' Report (a requirement that should be brief, and only operates as a badge of good health) stating whether the report is inconsistent with anything in the accounts and liabilities.



Why ZERO WASTE?

There are many economic, environmental, and social incentives to hosting a zero waste event.

ECONOMIC BENEFITS

Lower event costs through source reduction and landfill diversion

Supports job creation and markets for green products & services

Cost savings from buying less stuff

ENVIRONMENTAL BENEFITS

Reducing waste and diverting recyclable and compostable materials from landfills

Reducing greenhouse gas emissions from landfills

Creating healthy soils through composting

SOCIAL BENEFITS

Promoting a positive image, increasing visibility, and increasing participation for the event

Visible leadership in waste reduction can encourage others to do the same

Increasing public awareness about zero waste events and general waste reduction and recycling

**"IF YOU'RE NOT FOR
ZERO WASTE, HOW
MUCH WASTE ARE
YOU FOR?"**

-Gary Liss

04

Director's Speech

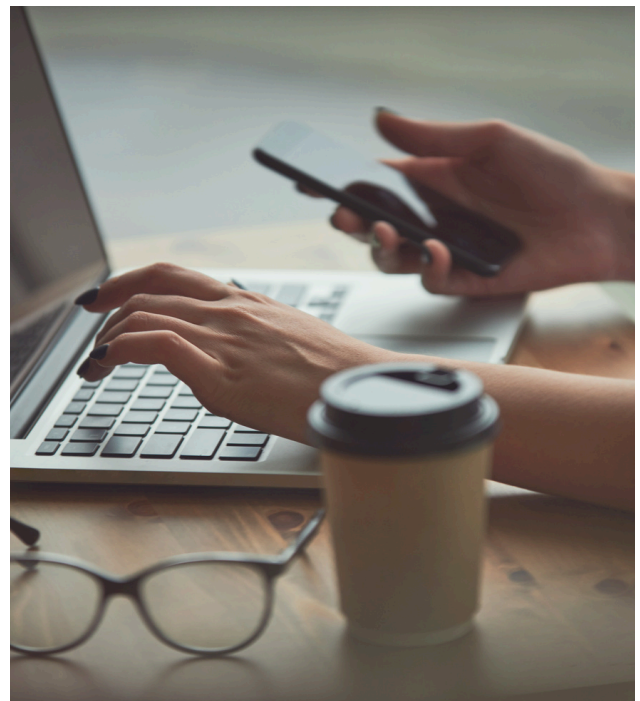


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04

Director's Speech

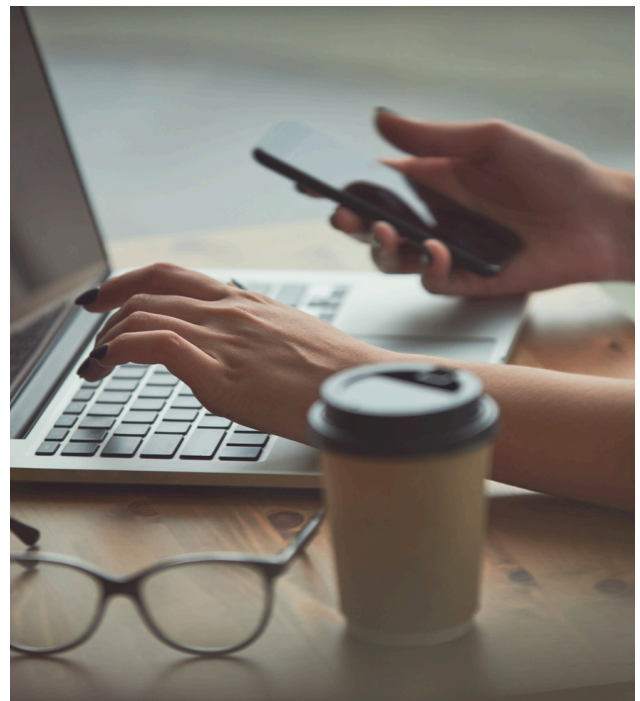


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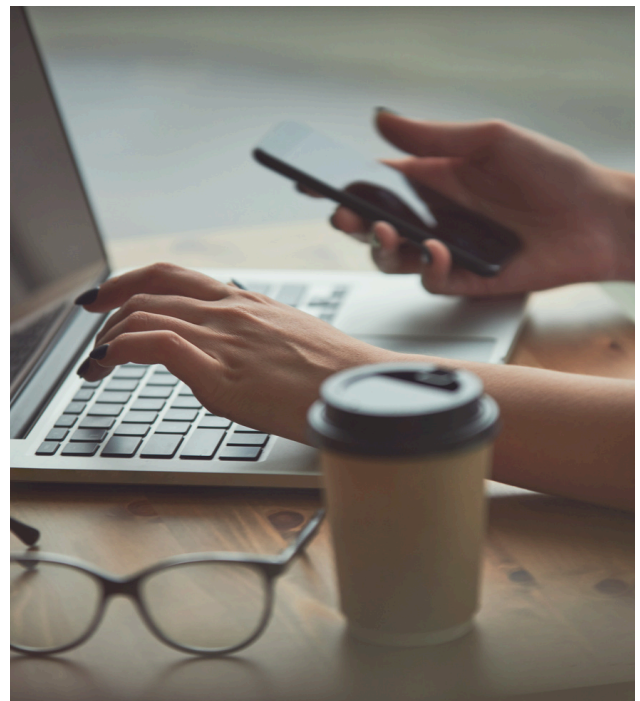


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Financial Statement

08

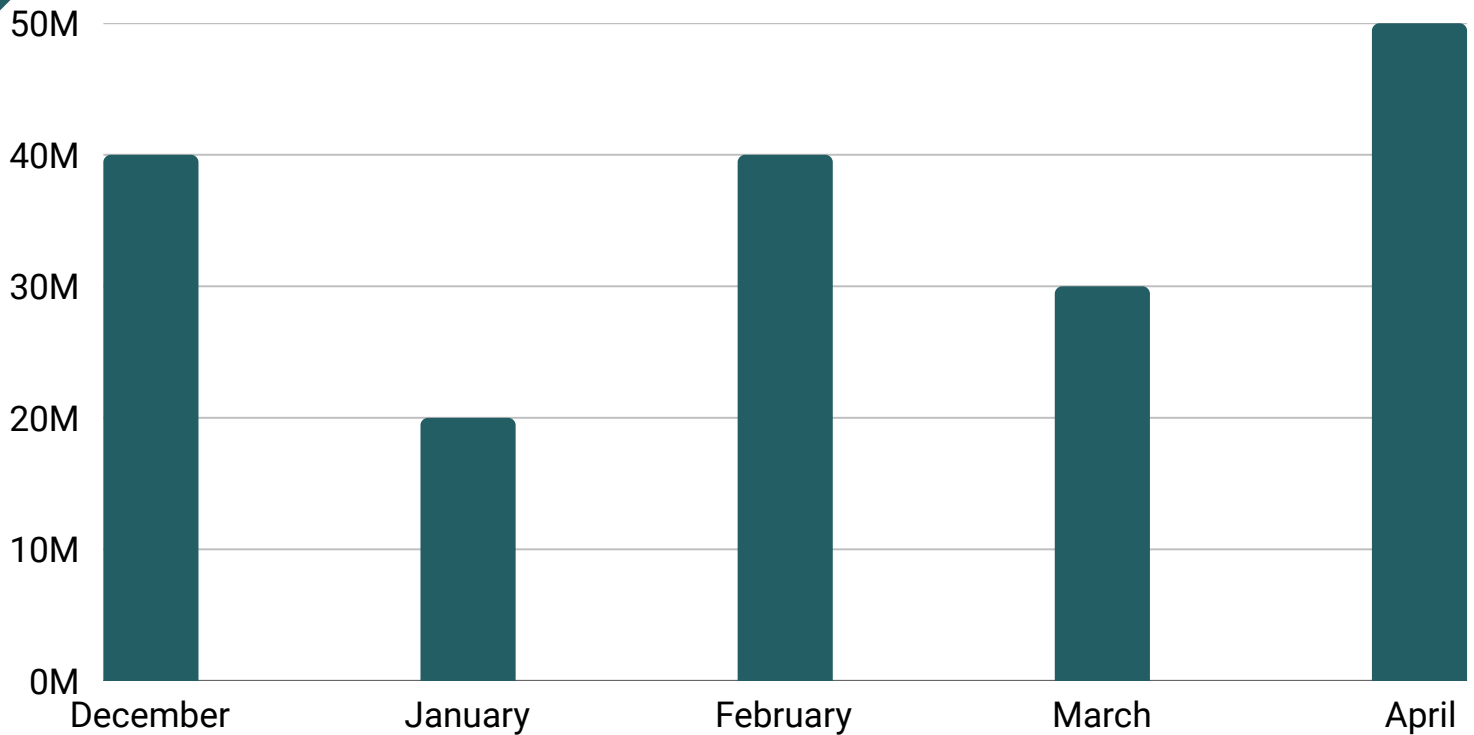


CHART 2.1 PROFIT FOR MARCH TO APRIL 2019

The Directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable Law of the Republic of Ireland, including the accounting

standards issued by the Accounting Standards Board and published by The Institute of Chartered Accountants. Law requires the directors to prepare financial statements

- Cash flow statement
- Notes to the financial statements
- Accounting policies
- Other features

Financial Statement

08

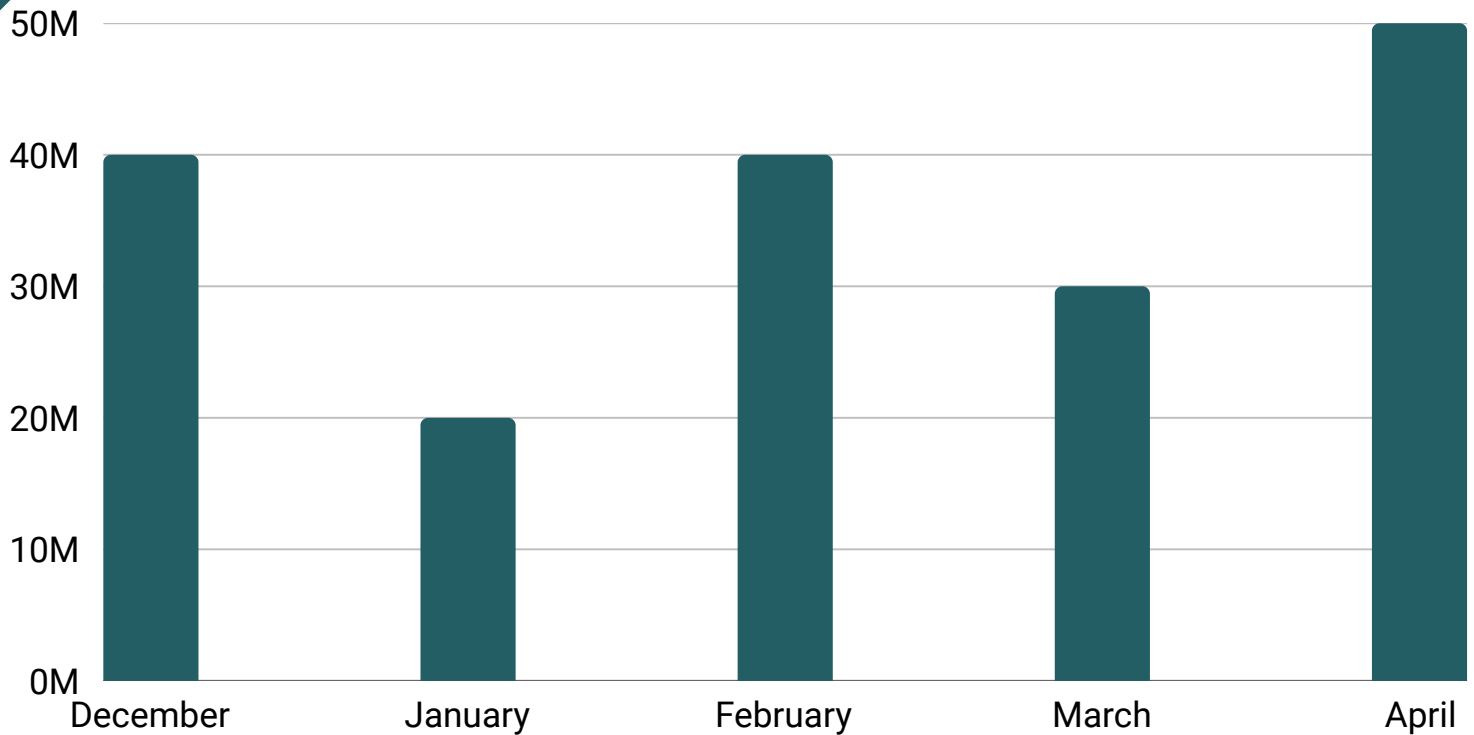


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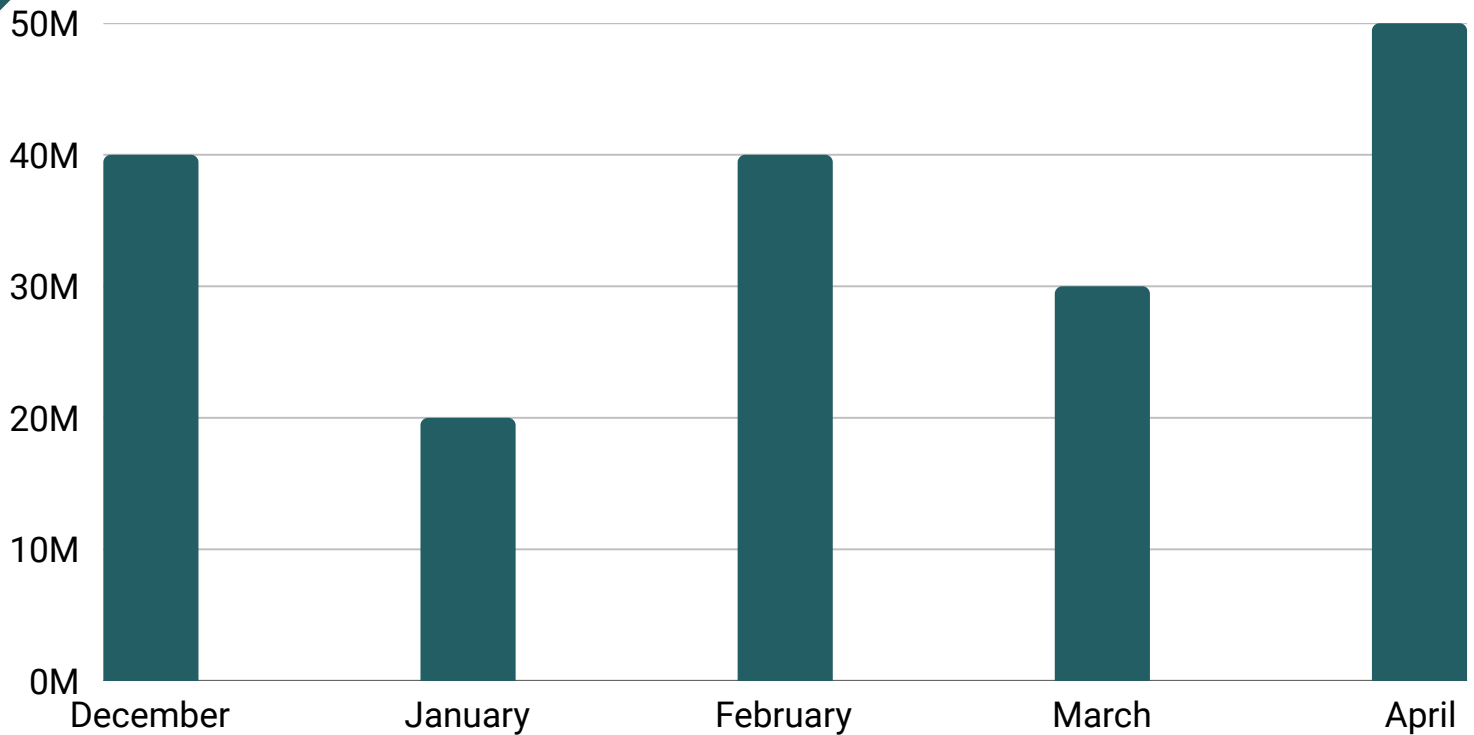


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