

## **Tips to organise Zero Waste Events**

While organising events, to make it environment friendly or Zero Waste the fundamental principles to be followed are 3 Es; Ethics, Efficient and Economical.

1. Ethics
  - Does the programme violates Rights of or negates Opportunity of any society or eco system?
  - Does the policy of the programme recognizes the roles and responsibility of the participants and organisers in conservation of resources and ecosystem
2. Efficient
  - Programme / Event Plan
    - Efficient programme plan avoids waste.
    - Consider each and every aspect of programme from mode of invitation to pack up
  - Material / Services
    - Is the material / service necessary?
    - Have all options / alternatives considered?
    - Is that material locally available and sustainable?
    - Can that material / service minimise environmental impacts?
    - Is the material reusable, recyclable or compostable?
  - Communication / Awareness
    - Does the intention of achieving zero waste is communicated to all concerned to the organising team?
    - Does the intention communicated to the participants well in advance?
    - Does the 'Dos' and 'Donts' are communicated properly?
  - Recovery / Conservation
    - Does mechanisms / facility created to recover or conserve resources? (segregated collection of discards, optimum utilisation of water etc)
    - Does arrangements made for final disposal of discards?
    - What are the steps taken to reduce the use of water, electricity and fossil fuels?
3. Economical
  - Economic Benefit
    - Is the money spent for the programme supports the local economy / rural economy?
    - Does the programme / event gave opportunities to generate income for marginalised people?

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- Contribution
  - Does the programme / event contribute to any livelihood activities?

These all are the questions asked or concerns raised while organising programmes or events to avoid wasting of precious resources.

The following table shows some of the suggestions for various stages of organising a programme.

#	Components	Suggestions
1	Invitation	<ul style="list-style-type: none"> <li>○ Emails to those who can access</li> <li>○ Print outs for those who cannot access internet</li> </ul>
2	Reading Materials / conference materials	<ul style="list-style-type: none"> <li>○ Upload materials in PDF format on net and announce it for those who can access internet and read materials on computer or email the materials to the participants well in advance.</li> <li>○ Make CDs for those who cannot access internet but have computer</li> <li>○ Make printouts who really have no access to internet and computers</li> <li>○ Encourage scribbling pads made of one sided papers</li> <li>○ Encourage having own reusable pens and provide for pencils, erasers and sharpners</li> <li>○ Encourage use of paper tape instead of cello tapes to stick chart papers</li> <li>○ Use pens with waterbased (no permanent markers) marker pens for writing</li> <li>○ Provide bags made of natural materials like cotton, jute or paper.</li> <li>○ Provide folders made of paper (preferably recycled and handmade)</li> <li>○ Encourage sharing of conference materials ( one set for a group or institution)</li> </ul>
3	Decoratives	<ul style="list-style-type: none"> <li>○ Cloth flags, Natural materials like leaves, flowers etc can be used for decoration</li> <li>○ Banners can be made in Cloth by writing or patch work</li> <li>○ Design banners and decorative materials in modules so that it can be reused.</li> <li>○ Avoid plastic sign boards, flex displays</li> </ul>

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		<ul style="list-style-type: none"> <li>○ Avoid plastic identity cards. Use paper cards with cotton / jute thread or cloth stripes</li> <li>○ Avoid giving bouquots and use handloom shawls or curios made by communities using ecologically sustainable materials</li> <li>○ Avoid plastic chairs or tables</li> </ul>
4	Food and Beverage	<ul style="list-style-type: none"> <li>○ Maintain a balance (preferably priority) between local and exotic food served in the programme.</li> <li>○ Ensure mechanisms to reduce wasting of food. (plan exactly number of people to be fed)</li> <li>○ Avoid bottled water and place water jugs and steel / glass tumblers in the venue</li> <li>○ Avoid paper napkins and provide for cloth napkins which can be reused</li> <li>○ Avoid serving food in disposable plates and cups and replace it with steel / ceramic wares.</li> <li>○ Avoid soft drinks / alcohols and provide locally available fruit juices or beverages which are healthy and natural</li> </ul>
5	Transportation	<ul style="list-style-type: none"> <li>○ Provide for buses and encourage sharing of cabs</li> <li>○ Procure materials locally to avoid fuel consumption</li> <li>○ Use existing transportation service systems (parcel, courier, postage) to ferry materials based on the size and quantity</li> </ul>
6	Accommodation	<ul style="list-style-type: none"> <li>○ Shared accommodation preferred.</li> <li>○ Non a/c rooms with good ventilation.</li> </ul>
7	Public Address System	<ul style="list-style-type: none"> <li>○ Ensure that the PA system is not disturbing the public life and not hurting religious practices like prayers</li> </ul>

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8	Energy	<ul style="list-style-type: none"><li>○ Plan presentations for optimal use of Projectors.</li><li>○ Plan indoor and outdoor activities to avoid un necessary heating / cooling</li><li>○ Choose for well ventillated venues. If A/c is unavoidable choose temperature between 20 – 22 degree celcius to avoid wasting of electricity</li><li>○ Ensure that lights, fans etc are switched off during breaks</li><li>○ Make utilise day light well</li></ul>
9	Waste Management	<ul style="list-style-type: none"><li>○ Provide bins for segregated collection at venue, path ways and rooms.</li><li>○ Use adequate signages to ensure segregated collection of discards</li><li>○ Encourage participants taking back their used batteries, personal care chemicals, medicines and plastic bags.</li><li>○ Arrange for distribution of unused food to needy communities</li><li>○ Arrange for composting of left over food waste.</li></ul>

This a draft document in consultation and invites suggestions and comments to make it richer. Intention of this document is to provoke thoughts in organising events in a zero waste way.

For more information on Zero Waste visit [www.thanal.co.in](http://www.thanal.co.in) or get in touch with us at [shibuknair@gmail.com](mailto:shibuknair@gmail.com)