



Sustainable Materials And Reduced Trash

Event Guide

Suggestions for Your Festivals, Banquets, Class Parties, Meetings, and Teacher Events



Invitations and Decorations

- Use electronic invitations.
- Reuse banners and signs from previous years.
- When making new banners and signs, consider creating them so that they can be reused in the future.
- Save money and time by borrowing previously used decorations (a list of available decorations is available on the Wellesley Green Schools website).
- Borrow red and black reusable tablecloths available for all events by contacting Sue Morris at susan.morris@verizon.net.



Plates, Cutlery, Linens, Etc.

- Avoid disposable products (single serve water bottles, plastic tablecloths and cutlery) as much as possible.
- Use your PTO's reusable plates, forks, cups, napkins; if they don't have it, consider renting or investing in these for lots of future use.
- If disposables are used, choose recyclable dinnerware and utensils; or go for compostables (see info on composting).
- Serve finger foods and simple desserts with napkins; use napkins made from recycled content paper.

Easy Recycling and Composting



- Provide sufficient recycling bins conveniently located adjacent to all trash cans. Every school has what you need to make the system work; ask your custodian.
- Schedule volunteers to monitor the event area.
- Create clear signage showing what goes where during the event.
- Compost when possible; book a compost hauler in advance who will remove the compost at the end of the event (www.blackearthcompost.com or www.bootstrapcompost.com). Purchase appropriate sized compostable trash bags and have separate compostable waste bins next to the trash and recycling bins.
- For liquids, borrow mobile containers from the custodians at Sprague, Bates and other schools and pour out liquids.
- Contact the Recycling Disposal Facility to arrange pickup and drop-off of the Recycle-mobile for larger, outdoor events.

Food and Beverage



- Try not to over order food, and give away leftover food. Have containers or ziplock bags on hand to send leftover food and beverages home with guests, or bring it to a nearby food pantry or shelter.
- Choose food that can be consumed without utensils, plates or bowls (e.g. finger food)
- Use beverage containers that can be filled with water, lemonade, etc. that many schools have, or borrow from Wellesley Green Schools (contact Sue Morris at susan.morris@verizon.net to coordinate getting dispensers).
- Borrow the MWRA mobile water fountain cart for large outdoor events instead of disposable water bottles. MWRA will deliver and help staff the water fountain cart. You supply your own refillable water bottles or cups, or use the old fashioned bubbler and they supply clean, fresh, local water for free.

 **Wellesley Green Schools**

www.WellesleyGreenSchools.com