



**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, create them so that they can be reused.
- Save money and time by borrowing previously used decorations.
- Borrow red and black reusable tablecloths, available for all events.
- Email [whssustainability21@gmail.com](mailto:whssustainability21@gmail.com) for inventory of decorations and tablecloths.
- Encourage carpooling/walking/biking to event.



## Plates, Cutlery, Linens, Etc.

- Avoid disposable products (single serve water bottles, plastic tablecloths and cutlery).
- Use your PTO's reusable plates, forks, cups, napkins; if they don't have it, consider renting or investing for future use.
- If disposables are used, choose recyclable dinnerware and utensils; or go for compostables if composting (see info below).
- 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](http://www.blackearthcompost.com) or [www.bootstrapcompost.com](http://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. Have reusable containers on hand to send leftover food and beverages home with guests, or bring it to a nearby fire station, food pantry, or shelter.
- Choose food that can be consumed without utensils, plates or bowls (e.g. finger food)
- BYOBottle/beverage, or use dispensers that can be filled with water, lemonade, etc. Many schools have dispensers, or borrow them from Wellesley Green Schools (contact [whssustainability21@gmail.com](mailto:whssustainability21@gmail.com)).
- 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/cups, or use the old-fashioned bubbler. It's free. Call 617-242-6000.

Wellesley Green Schools

[www.SustainableWellesley.com](http://www.SustainableWellesley.com)