

Reduce, Reuse and Recycle Best Practices

Reduce

Event operators can help conserve resources and energy by preventing waste in the first place.

- Reduce unnecessary packaging by buying in bulk or only what is needed.
- Send memos and letters electronically.
- Request electronic versions of printed items.
- Use washable rags, towels, and napkins for cleaning, instead of disposable napkins and towels.
- Post large, central, easy-to-read display boards or signs instead of distributing programs.
- Request that vendors use reusable containers instead of disposable items.
- Serve condiments in bulk rather than in single servings.
- Use napkins instead of disposable plates for "finger foods".

Reuse

Reuse can significantly reduce the amount of waste going to landfills. The usefulness of products can be prolonged without having to expend significant money or energy.

- Use the blank side of printed documents for scrap paper.
- Donate items to schools or other non-profits for reuse in art projects, including toilet paper and paper towels, cardboard tubes, containers, and unused decorative materials.
- Donate floral arrangements and decorations to schools, hospitals, women's shelters or group homes.
- Reuse plastic film and packaging materials.
- Cut up old T-shirts that are unsuitable for donation, but can be used as cleaning rags.

Recycle

Reincorporating materials into the manufacturing process, instead of taking them to landfill; and decreasing the use of virgin materials, which require more energy and resources to process.

- Flatten and recycle cardboard boxes that otherwise take up precious dumpster space and you may save money.
- Recycle beverage and food containers, aerosol cans, and steel cans, if possible.
- Make sure that landscape waste and other organics is taken to a composting facility, if economically feasible.
- Start a composting collection program if food and organic waste are generated on site.
- Use compostable food service ware and include it with food scraps, if collection service is available.
- "Close the loop" by buying products made of recycled materials.