







With a little bit of planning it's easy to avoid or reduce waste at your event, as well as save money by not having to buy single-use catering ware.

To get started fill in this easy planning template using our top tips over the page!

Planning information	Notes
How many people?	
Will there be food and drink? (list what you think will be there)	
What will you need? Cups, plates, cutlery, serving ware?	
Can you use re-usable items for any of the above rather than single use? (for example get everyone to bring their own, or hire plates, etc)	
How will you clean everything?	
What will you do with food scraps?	
Will there be other recyclables e.g. plastics, cans, soft plastics, cardboard?	







Item to consider	Where can you find this?
Using reusable cups, plates, cutlery and serving ware	 Raid kitchen cupboards to create enough reusable items Ask each person to bring their own as part of pre-event invitation/publicity Op shops have a good supply of plates and cutlery which can be
	donated back afterwards if you don't want to keep them • You can hire reusables from party or hire companies, or contact <u>Waste No More</u> to hire their reusable kit
Cleaning up	 If it's a street event, nominate one house/kitchen with a dishwasher for items to be cleaned Set up a wash station (see our 'Making Reuse Easy' guide for how to do this)
Collecting recyclables	 Have a table or bins/containers for recyclable items, (make sure your container has a clear sign saying what can go in) which you can check are clean and suitable to recycle at the end of the event – these can either be put into people's kerbside collection bins or taken to the public drop off at the Nelson Waste Recovery Centre Free lids and signage hire is available here - nelson.govt.nz/
	services/rethink-waste/rethinkreducereuse/borrowing-event-waste-minimisation-resources/ • Separate soft plastics (scrunchable light wrappers, etc) and nominate someone to drop off at a supermarket collection point
Food scraps	 Ask someone to take home to compost Buy a food scrap bucket from <u>Tims Gardens</u> for local composting

Looking for more ideas for event waste minimisation? Go to nelson.govt.nz/services/ rethink-waste/rethinkreducereuse/reducing-waste-at-events/



Finally, take a picture of how much waste you've diverted and celebrate!

(send your story to Rethinkwaste@ncc.govt.nz and we'll share the story too)

REDUCE



DISPOSE