

- Waste Wise -



Green Event Planning Guide



- make your next Holiday party or event virtually waste free
- step by step instruction for party planners
- staff support and promo materials provided

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Green Event Planning Guide

The Cariboo Chilcotin Conservation Society is committed to assisting anyone and everyone in improving our waste reduction. Often times, this comes down to leading by example, and greening your event is a great way to do that, while promoting your business or organization's efforts.

All it takes is a little planning. So sit back, peruse our Green Event Planning Guide, and let us know if you need any help at all. We can assist you in signage, staff training, waste diversion bins, and promotional materials.

Get In Touch!

T: 250.398.7929

E: wastewise@ccconserv.org

W: www.ccconserv.org

Lets Set You Up

Before Your Event:

- Proper and effective bin placement for garbage, recyclables, and organics
- Greening your event supplies, such as dishes, food, and packaging: where and what to buy
- Décor: ideas and contacts for green décor ideas
- Preparing staff and party-goers: simple steps on how to prep for a successful and easy green event

Waste Stream & Bin Colour:	Container Type(s):
Paper/cardboard (blue)	Rolling cart 32, 65, or 95 gallon Metal cage (indoor only)
Beverage containers (NO glass) Plastic containers, light metals	Rolling cart 32, 65, or 95 gallon
Glass and plastic bags	Small, short tote (Rubbermaid or similar)
Organics	Rolling cart 65 gallon
Landfill waste	Round container 32 gallon

Bins

How Many Will We Need?

If you are using....

Reusable cups, plates and utensils:

- 1 organics (GREEN) bin/1000 people
- 1 beverage container (YELLOW) bin/500 people

Recyclable plastic cups and paper plates, napkins, and compostable utensils:

- 1 organics bin (GREEN)/500 people
- 1 beverage container (YELLOW) bin/250 people

Compostable dishware, paper napkins, and recyclable containers:

- 1 organics bin (GREEN)/250 people
- 1 beverage container (YELLOW) bin/250 people

PLUS one of each:

- 1 paper/cardboard (BLUE) bin/500 people
- 1 glass and plastic bags (ORANGE) bin/500 people

Bin Placement

Try to ensure all bins are placed together, clearly marked, and with similar lids: ideally closed with a small opening, to be able to place signage

Paper/cardboard (blue)	Beverage containers (NO glass) Plastic containers, light metals	Organics	Glass and plastic bags	Landfill waste
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Supplies

Where & What to Get

Compostable vs: Biodegradable

Biodegradable means that the material may take several years to break down and possibly leave a toxic residue.

Compostable means that the material will breakdown rapidly in a commercial composter, or eventually in a backyard composter, and will not leave a toxic residue. Once broken down the compost can be further used as a much-needed soil amendment.

How do I tell the difference?

The most widely accepted certification program out there today is the BPI Certified Compostable program. BPI does third party testing of all the products it certifies to ensure they do in fact break down in a commercial composting facility according to certain approved standards.

Finding green products for your Waste Wise event at a practical price can be difficult, especially in our neighbourhood. The Cariboo is rural, and does not have a commercial composter. But using these materials is still better than plastics, even if they are recyclable. Below is a list of sustainable products - from best to good - that we're confident in, and where to get them:

Reusable Dishware

Often times, caterers will supply their own dishware. Here are some in the Cariboo area, if you plan to book a caterer for your event:

The Overlander Events room - full service events room, including catering, dance floor, seating, and staff. Contact Tasha Gainer (Catering and Convention Manager), Ramada Hotel and Conference Centre - Williams Lake, BC T: 250.392.3321 E: catering@ramadawilliamslake.ca

Signal Point - Pioneer Events Room - full service events room, including catering, seating, multimedia amenities, and staff

Blue Spoon Catering - Kim Judd: 1527 Hwy 97 South, Williams Lake, BC. T:778.412.9411 E: bluespooncat@gmail.com

If you wish to rent only dishware and other dinner supplies:

Broadway Rentals - tables, chairs, linens, & coffee urns

Arcada Rentals - 100 Mile House (serving Williams Lake and the South Cariboo)

Supplies

Where & What to Get

Compostable Cups, Plates, & Utensils

If catering or renting dishware is not an option, purchasing green options are possible, too. Here are some great sources at comparable prices:

Green Munch - everything you could ever need to supply your green event or party. Shipped within Canada.

Earthen Trading - Vancouver-based disposable dinnerware company, with products made of fallen palm leaves. Backyard-compostable.

BSI Biodegradable Solutions - Vancouver-based food service supply company

BPI Certified Products - search for companies that sell BPI-certified food service products

Green Decor Ideas



Natural party décor can not only be easy and affordable, it is often so much more attractive than primarily plastic decorations. They just take a bit more time in advance to create. The first step is to gather:

- Gourds, corn stalks, mountain ash berries, cedar boughs, pinecones, lavender, hydrangeas, cottonwood bark and branches, etc.
- Most natural centerpieces can be done simply with large mason jars, stones, and sand. Terra cotta pots can also be turned into lovely pieces
- Ribbon and fabric from your local thrift or fabric store, or burlap from the garden supply store
- Barn wood, feathers, nuts, candles, and borrowed antiques

Once you have some materials gathered, start Googling! You'd be amazed how simple they can be to turn into décor, and the internet is so full of ideas, you'll have a hard time choosing. But narrow it down to 3 or 4 easy pieces, and just multiply them.

Preparing Staff & Party-Goers for a Successful Green Event

Ensuring your green event is a success takes some training. Most often, bin items don't get sorted or disposed of properly. This is a moment for your business or organization to shine, so let your guests know that you've gone out of your way to green your event! Announce the bin placement so guests know ahead of time to take a second look. In addition, ensure your staff is involved in the planning process so they can help with the work: washing dishes, rinsing recyclables, refilling water stations or pitchers, etc. At the end of the event, you and your staff will be proud of your achievement!

How Can We Help You?

The CCCS Waste Wise team is here to help green your event as much as possible! Here's what we can offer:

Labels for all recyclable, compostable, and landfill bins
Pre-event staff support
Assistance with recycling and compost distribution
Promotional materials, such as signage, articles, & highlights on our website



In partnership with the City of Williams Lake and the Cariboo Regional District.