

# WANT TO PLAN A ZERO WASTE EVENT?

**Zero Waste or not, we compost food left over from catering events** – no need to request this as an extra service. In order to comply with health and safety requirements, food that has been served or set out on a buffet cannot be donated. There are circumstances that allow food donations, which will be covered in this guide.

## What is a Zero Waste event?

**Zero Waste means that 90% or more of waste gets reused, recycled, or composted rather than ending up in a landfill.** Compost and recycle bins as well as instructional signs are provided at Zero Waste events for attendees to use.

## THE PROCESS

### STEP 1: CHOOSE YOUR LOCATION

**The Memorial Union (MU) and Student Pavilion are Zero Waste ready buildings.**

It is possible to have a Zero Waste event in another on-campus building with a catering order minimum of \$10,000. This ensures a meaningful quantity of organic waste is captured as well as covering costs of additional labor and waste hauling required for these events.

### STEP 3: PLACE CATERING ORDER

**There's no food or menu requirement, however we recommend ordering from the Decidedly Green catering menu.**

Ask for bulk items instead of individually packaged items. Avoid boxed lunches, as this creates unnecessary waste if the meal is not being eaten on the go. The Decidedly Green menu is unique to ASU and features a variety of local, plant-forward, and third-party sustainably certified items. View it online at [sundevildining.asu.edu](http://sundevildining.asu.edu) or request a copy from the catering office.

Don't forget to tell your catering salesperson you would like your event Zero Waste!

### STEP 2: KNOW YOUR HEAD COUNT

**Order only enough food to feed your attendees.** If there is a change in your head count, you may be eligible for a cost reduction if you notify catering at least 72 hours in advance.

If there is a significant decrease in your head count within 72 hours of the event, please still notify catering. While ingredients have already been ordered, delivered and prepped, this food can be held from the buffet line, meaning it is able to be donated.

### STEP 4: CONFIRM YOUR ORDER

**Review your order and invoices for accuracy.**

It is always a good idea to confirm your event will be Zero Waste with your salesperson after your order has been placed.



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