

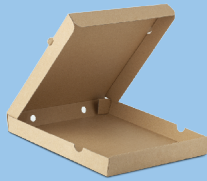
# GREEN EVENT GUIDE

Thanks for helping UK reach its recycling goals by providing recycling at your event! Recycling and landfill containers are provided when you register your event. Help UK become a zero-waste campus by reading through these suggestions!

## RECYCLE



Mixed paper: programs, flyers, pamphlets, sticky notes, paperboard



Cardboard: pizza boxes, giveaway boxes



Paper and Plastic Cups



Aluminum: Cans, pans, and foil.



Glass bottles and jars



Plastic screwtop bottles and jugs

## LANDFILL



Food and Liquids



Plastic bags



Paper towels and napkins



Styrofoam cups



Disposable cutlery and dishes



When you request waste containers for your event, you will be provided with recycling and landfill containers.

# 3 WAYS TO MANAGE WASTE

## 1 WASTE GENERATED

Know what is recyclable: Check the chart on the other side.

**Cardboard:** If you have an event with vendors or giveaways, make sure to capture all the cardboard boxes. T-shirts and most promotional giveaways come in recyclable cardboard boxes. Empty **pizza boxes** are also recyclable with or without grease.

**Plastic Bottles, Cups, and Jugs:** UK Recycling can accept plastic bottles, cups, and jugs — so recycle all your water bottles, 2-liter bottles, lemonade jugs, etc. Please do NOT recycle plastic bags.

Choose cans over bottles: When you recycle an **aluminum can**, it can be back on the shelf as a new can with a new product within 60 days!

## 2 WASTE REDUCTION

1. Giveaways: Ask vendors and/or promotional companies to NOT individually wrap each giveaway. Make sure to give away useful items that people will want to use again and again, and see if the give-a-way can be and from recycled materials (sunglasses made from recycled plastic bottles, etc.)
2. Request our **Hydration Station**, a 4-spigot, table-top water dispenser for your event.
3. Invite students to the event through electronic announcements or invitations.
4. If possible, provide **reusable options** (cups, plates, etc.)
5. Throughout the event, announce and **remind people what to recycle**.
6. Remember that glitter, confetti, and balloons become litter and aren't recyclable. Consider using reusable/sustainable alternatives.
7. Consider reusing old yard signs instead of ordering new ones. You can also contact UK Recycling to pick up old **yard signs for recycling**
8. Communicate prior to the event about the sustainable efforts you are trying to incorporate.
9. Contact UK Recycling at [recycle@uky.edu](mailto:recycle@uky.edu) for more resources or suggestions.

## 3 FOOD WASTE

1. The best way to avoid generating food waste is to know how many people plan to attend your event so you can order just the right amount of food!
2. Make a **plan for leftovers** by working with **Big Blue Pantry** or **Campus Kitchens** to donate leftover foods or each out to other student organizations to see if students on campus want your leftovers.



University of Kentucky.  
Composting Partnership

A partnership between Dining, Recycling and  
the College of Agriculture, Food and Environment

[recycleblue.uky.edu](http://recycleblue.uky.edu)  
[recycle@uky.edu](mailto:recycle@uky.edu)

 **UK Recycling**

# Hydration Station

ANOTHER STEP TOWARDS BECOMING A ZERO-WASTE CAMPUS



UK Recycling has made available a 4-spigot, table-top water dispenser to all UK departments and registered student organizations to promote reuse and waste reduction on campus. The unit can provide filtered and chilled water to any outdoor event where a water connection is available within 200 feet for any event at least two hours long. [Click here](#) for a map of available water connection locations on campus. Additionally, weather must be a minimum temperature of 40°F to avoid line freezing. Weather calls will be made two business days prior to the event.

The Hydration Station comes with a stainless-steel table-top with a built-in shelf and stainless-steel cooler. For chilled water, event organizers will need to provide ice for the cooler. UK Recycling recommends two bags of ice for every two hours at the event, but exact amounts needed will vary based on outside temperatures.

The Hydration Station is available for reservation on a first-come, first-served basis. To request the Hydration Station, please follow these steps on UK's Event Management System (EMS):

1. Under "Scheduled Services", select "\$ - PPD Delivery".
2. Request use of the Hydration Station under the "PPD Delivery" description and indicate the location of where you would like it placed.

Use of the Hydration Station is completely free for any UK Department, Office, or Registered Student Organization, including setup and teardown. Drinkware and ice will not be provided.

Please let us know how you plan to promote the Hydration Station and waste reduction at your event. Examples are indicated below:

- The event will utilize yard signs to direct attendees towards the Hydration Station. Yard signs are available upon request. Please indicate your interest on the EMS request.
- Reusable drinkware will be provided at the Hydration Station.
- The event will not provide disposable water bottles/cups.
- The Hydration Station will be included with event promotion.

For any additional questions or concerns, please contact UK Recycling at [recycle@uky.edu](mailto:recycle@uky.edu).