

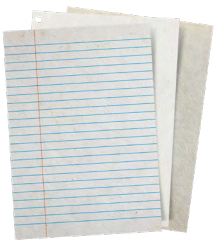
ZERO-WASTE EVENT GUIDE

Thanks for supporting University of Kentucky's zero-waste goals at your event!
These effortless tips will help you reduce waste at your event.

How to Sort Your Waste

Mixed Recycling

Please remove last serving of food before recycling.



Paper

Cartons
Flyers
Pamphlets
Paperboard
Programs
Sticky notes



Cardboard

Cardboard boxes
Giveaway boxes
Pizza boxes



Cups

Paper cups
Plastic cups
Coffee cups



Plastic

Bottles
Milk and juice jugs



Metal

Aluminum cans
Aluminum foil
Aluminum pans



Glass

Bottles
Jars

Landfill



Food & liquids



Plastic bags



Styrofoam cups



Paper napkins
Paper plates



Disposable cutlery
Disposable dishes



Ice bags
Clear, plastic film

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

How to Reduce Your Waste Before Your Event

Know What is Recyclable

- Check the "How to Sort Your Waste" on page 1.
- Use UK Recycling's online [Waste Wizard](#) to discover what else you can recycle.
- Check out UK Recycling's website at recycleblue.uky.edu.
- Glitter, confetti, and balloons become litter and aren't recyclable. Consider using reusable or sustainable alternatives.

Promotion

- Send electronic announcements and invitations instead of paper.
- Reuse old yard signs instead of ordering new ones. Contact UK Recycling to pick up old yard signs for recycling.
- Communicate prior to the event about your sustainable efforts!

Giveaways

- Request your giveaways to not be individually wrapped by promotional vendors.
- Provide a useful item that people will want to use again and again.
- Look for giveaways that are made from recycled materials.

Dining

- Utilize reusable options like cups, plates, etc.
- Make a plan for leftovers by working with Big Blue Pantry or Campus Kitchen.
- If catering food, contact UK Hospitality to make it a certified green catered event.

Request the Hydration Station, a 4-spigot, filtered table-top water dispenser for your event. The Hydration station is available for free.

Please **read page 3** for additional information on requesting the Hydration Station.

How to Reduce Your Waste During Your Event

Promotion

- Remind guests what to recycle during the event.

Clean-up & Maintenance

- Do not recycle plastic bags.
- Capture & break down cardboard boxes from vendors or giveaways.
- Recycle empty pizza boxes with or without grease.
- Capture all plastic jugs, water bottles, and 2-liters for recycling.

The Hydration Station



UK Recycling has a 4-spigot, table-top filtered water dispenser available for all UK departments and registered student organizations to promote reuse and waste reduction on campus. The Hydration Station comes with a stainless-steel table-top with a built-in shelf and a stainless-steel cooler.

Use of the Hydration Station is completely free for any UK Department, Office, or Registered Student Organization, including setup and teardown. Eligible events must meet the criteria below:

- Outdoor event that is at least 2 hours long.
- Water hookup within 200 ft (Check out the available [water connection locations](#) on campus).
- Temperatures above 40°F (Weather calls will be made two business days prior to the event).

The following items will need to be **provided by the event organizer**:

- Ice for chilled water - UK Recycling recommends two bags of ice for every two hours used at the event, but exact amounts needed will vary based on outside temperatures.
- Drinkware – UK Recycling encourages you to use recyclable or reusable drinkware.

The Hydration Station is available for reservation on a first-come, first-served basis. To request the Hydration Station, please create an event in **UK's Event Management System (EMS)**. While creating the event, in the "Additional Information" section follow the below steps:

1. Select "Add/Remove" below the "REQUIRED - Schedule Service(s)"
2. Select "\$ - Trucking (Tables, chairs, trash bins, etc.)"
3. Request use of the Hydration Station under the "REQUIRED (Trucking Delivery)" description and indicate the location of where you would like it placed.

Make your event zero-waste using some of the examples below:

- Utilize yard signs to direct attendees towards the Hydration Station. Yard signs are available upon request. Please indicate your interest on the EMS request.
- Do not provide disposable water bottles/cups.
- Include the Hydration Station in with event promotion.

For any additional questions or concerns, please contact UK Recycling at recycle@uky.edu.