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| **Arrive at least 1 hour early and come prepared with:**  |
|  | Signs and materials to hang signs, such as tape, zip ties, and string (if not already being provided by catering); |
|  | Gloves for volunteers who will be staffing the waste stations; |
|  | Cell phone numbers of volunteers, catering, and anyone else who you might need to call from the event site. |
| **Set Up Waste Stations** |
|  | At each station include a recycling bin, compost bin, and trash can unless you have determined there will be no trash or recycling. Eliminate any stray trash cans where people could accidentally throw out compostable or recyclable items. |
|  | When determining waste station locations, consider talking to the building’s event coordinator (depends on location) for input. If doing an all compostables event, switch out the normal trash can liners with compostable liners.  |
|  | Post signs at all stations, labeling each of the bins. |
|  | Have someone stationed at each waste station to ensure items end up in the right bin. |
| **During the Event** |
|  | Make at least one announcement to your audience about the event’s green attributes and any necessary instructions/reminders. |
|  | For catered events, talk to the event catering manager and facility event staff to ensure everyone who is handling waste knows where it goes. |
|  | For potluck events, explain to guests the nature of the event and describe how waste should be handled. |
| **Wrap Things Up** |
|  | If previously coordinated, have students post on social media the availability of any served food remaining and when it will be removed.  |
|  | If doing food recovery, check with catering to see if any unserved food remains and contact the coordinated organization for pick-up. |
|  | For W&M Catered events, double check that staff are aware the compost collection goes to the compost bins at the dining halls.  |
|  | For events not using the \_\_\_\_\_\_ Package through W&M Catering, transport the compost collection to the public bin located between Sadler Center and the Wellness Center. A green flip-top bin labeled “Compost” next to the recycling and waste dumpster.  |

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