



GUIDELINES AND TIPS FOR HOSTING YOUR “ZERO WASTE” CHAMBER SOCIAL

As a part of its mission, “*To support a thriving business climate and an enhanced quality of life by promoting the economic, social, cultural and environmental sustainability of the Lyons area,*” your Chamber of Commerce has made the commitment to make all of its Socials “Zero Waste” events. This means that we strive to avoid creating any trash by making sure that all of the materials used when we gather together are either reusable, recyclable or compostable. The additional cost for this exciting new green initiative has been underwritten through the generous contribution of our new Legacy Level Member, Solman Realty.



www.solmanrealty.com

The materials we’re using to make this possible come from Eco-Cycle, a nonprofit organization in Boulder (www.ecocycle.org), which provides “Zero Waste Event Kits” in pre-packaged sets of 25, as well as materials you can order separately (just cups or bowls for instance.) If you have questions you can either call the Chamber at (303) 823-5215 or Eco-Cycle (303) 444-6634. The Chamber keeps some of the pre-assembled kits on hand for local events, but we can also order specific items for you if the kit happens to have more than you need.

AT LEAST TWO WEEKS BEFORE THE EVENT

Step 1: Invite Your Guests, Identify Additional Sponsors, and Locate a Venue

As soon as you’ve picked a date and a location the Chamber administration will send out an “e-blast” announcing your sponsorship of the next Social. Be sure in your invitation and your discussions with people to remind everyone involved that you are hosting a “Zero Waste” event. Here’s some suggested text you can include in the Chamber e-blast or in your conversations:

We’re working with Eco-Cycle to make this Social a Zero Waste event. Please support our efforts by not bringing non-recyclable materials with you. We’ll be providing compostable cups, plates, forks, etc. so that we can avoid having to use Styrofoam or petroleum-based plastics that have to be put in the landfill. So please choose recyclable or washable containers whenever possible.

Step 2: Assess Your Event Needs

Take an inventory of the foods and drinks you will be serving, numbers of guests and what tableware your event will require. You can order all of those items separately if you are only planning on light hors d’ourves with beer and wine (e.g. requiring only napkins, small plates, small cups and collection bins and bags) or you can get those items in pre-assembled “kits” which contain enough materials for a full dinner (plates, bowls, cups, all flatware, etc.) [Note: To further reduce the environmental impact of your event, consider offering locally-produced, organic and/or fair trade food and drink.] To see a complete list of the materials available and what the “kits” include go to this website:

<http://www.ecocycle.org/zwevents/eventkitorder.cfm>



Products Available in the Zero Waste Event Kit:

1. Compostable Tableware

All products available in the kit are made from recycled paper, plant starch, or sugarcane and are fully compostable. You determine the amount, size and type of tableware you need, depending on the size of your event and the food and/or beverages you plan to serve. Compostable products are available in multiples of 25.

2. Compostables Collection Container

Your compostables collection container consists of a sturdy cardboard box and a compostable liner bag. The front panel of the container features easy-to-understand composting guidelines for you and your guests to follow. All leftover food (including meat, bones and dairy), food-soiled paper and the compostable tableware that comes with your kit goes straight into the box.

3. Educational Signage

Make sure your guests know they have entered a "Zero Waste Zone!"

* Table signs: These attractive paper signs can be placed on surfaces in high-traffic areas such as the entryway of your event or on dining tables to announce your Zero Waste commitment.

* Commingled container sign: We suggest you use your own business or household recycling container or reserve collapsible recycling bins (available from Eco-Cycle) to collect bottles and cans for recycling at your event. We provide signs to make your container visible and to make the guidelines simple for guests. This sign can be affixed to the front of your bin during the event, and recycled or composted (if soiled) when the event is over. This sign is available in English and Spanish.

* Compost sign: This easy-to-follow guidelines sign comes affixed to your cardboard compost bin and includes pictures of the compostable products since many guests will mistake these items for recyclables, rather than compostables. Spanish guidelines are available as well.

AT LEAST A WEEK BEFORE YOUR EVENT

Step 3: Place your order with Jayne Rhode (303-823-9800)

Let Jayne know whether you need the pre-packaged kits or just particular items, and how many people you expect at the event. (We can help you with these estimates.) Please allow three full business days for Eco-Cycle to fulfill your order as well as a few days for the order to arrive here from Boulder.

THE DAY OF YOUR EVENT

Step 4: Pick up your kit up from the Chamber

These Guidelines were adapted from information on Eco-Cycle's website at: www.ecocycle.org/zwevents/eventkitdetails.cfm



We currently have someone who has volunteered to bring the kits and other materials up from Boulder, so you will receive an email confirmation or phone call when your order is ready to pick up. The materials will be at VisABILITY, 443 Main between 9 a.m. and 5 p.m., Monday - Friday.

Step 5: Host your wildly successful and popular Zero Waste Chamber Social

Make sure to remove trash cans from your event, since you've made them obsolete and they might confuse people. And instead, replace those cans with the recycling and compostable collection containers. As guests arrive let them know you're hosting a Zero Waste event and help them participate. Remember to put out signage and only set out items for use that can be either reused, recycled or composted.

Step 6: Take recyclables to the recycling center and compost to the Stone Cup's collection bin

Mindy and Sam Tallent of The Stone Cup Café and Gallery have generously offered to share the use of their compostables collection bin from Eco-Cycle for these events. So, after your Social, bring your compostables collection container around back of their building at 442 High Street and deposit your compostable liner bag directly into the "compostables" bin. If it is wet or food-soiled, your cardboard compostables collection container can also be composted. If not soiled, it can be saved and reused at a future event (by returning it to VisABILITY the next day) or recycled as corrugated cardboard at the recycling center next to the Lyons Depot Library (5th & Broadway).



www.thestonecup.com

Your compostable materials will be delivered to a local composting facility, where they will become a nutrient-rich soil amendment.

Note: All compostable products in the kit are designed to be broken down in a commercial composting environment. While they will break down in a backyard compost pile, they will take a very long time. Commercial composting facilities function much like a backyard pile, but due to the increased size of and heat inside these compost piles, the compostable tableware will break down in 30-60 days. The increased heat also allows commercial compost facilities to accept the meat, bone and dairy that should not be included in backyard compost piles. We recommend you put compostables in a designated Eco-Cycle bin or bring them to the CHaRM at Eco-Cycle (Center for Hard to Recycle Materials) in Boulder for composting in a local commercial facility.

Depending on the amount of commingled containers you collect, you may either set them out with your regular curbside collection, take them to Lyons or take larger amounts with you to be recycled at the CHaRM.



Green Heart Institute

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www.greenheartinstitute.org

For more information about how to reduce the environmental impact of your operations and become a "green" business contact Jennifer White with the Green Heart Institute at (303) 747-6325 or Jennifer@GreenHeartInstitute.org.