

# WASTE WISE EVENT PLANNING

## TALKING POINTS

### Formal Event or Meeting

- *What/why:*
  - We would like to announce that this is a Waste Wise event.
  - This term “Waste Wise” means that we are hoping to reduce as much waste as possible from our event today.
  - You will all play a key role in that effort.
- *Simplicity of the program:*
  - We have set up our event today to make reducing our waste easy.
- *Call to action:*
  - There are [x number] of trash sorting stations located at [ x, y, and z] where you can compost all food and compostable serving ware: *[list compostable products that were purchased for the event]* , recycle all of your bottles and cans, and throw out anything that is not compostable or recyclable.

[OR, depending on your purchasing decisions]

  - Since only compostable and recyclable materials were purchased for our event today, all of the serving ware we provide you can be composted.
  - All of the bins are labeled and volunteers are here to help if you have questions.
- *Conclusion and extra resources:*
  - By planning for maximum recycling and composting you will see that the amount of trash produced at this event will be minimal. We anticipate over 95% waste diversion from this event!
  - Thank you for your participation! If you would like to host your own Waste Wise event or meeting, please check out the resources that are available on the Orange County Solid Waste website!

## Casual/Informal Event or Meeting

- *What/why:*
  - We are excited to announce that this will be a Waste Wise event!
  - The term “Waste Wise” means that we will be reducing as much waste as possible from our event today.
- *Simplicity of the program:*
  - The good news is that this will be easy! The other good news is that we should be able to divert over 95% of all of the waste through composting and recycling.
- *Call to action:*
  - There are [x number] of trash sorting stations locations at [x, y, and z] where you can compost all food, and food related paper waste: [list compostable products that were purchased for the event] , recycle all of your bottles and cans, and throw out anything that is not compostable or recyclable.

[OR, depending on your purchasing decisions]

- Since only compostable and recyclable materials were purchased for our event today, all of the serving ware we provide you can be composted.
- All of the bins are labeled, so look them over if you are not sure what goes where.
- *Conclusion and extra resources:*
  - Based on the careful planning of the event organizers and with your help, you will see that the amount of trash produced at this event will be minimal. We hope this event will inspire you to host your own Waste Wise event or meeting. If you would like more information, please check out the resources on the Orange County Solid Waste website.
  - Thanks!