

# Planning a Party or Event

*Our goal is to significantly reduce the amount of trash generated at TOPS events.*

In advance...

## **Buy:**

- ❑ PLATES: Use CHINET paper plates because they are completely compostable. Almost all other brands have a very thin plastic coating, which means they must go in the trash.
- ❑ NAPKINS: All paper napkins are compostable.
- ❑ CUPS: Use waxed paper cups or the very smallest, cheapest all-paper cups because these types are completely compostable. Most of the nicer paper cups have the thin plastic coating so they must go in the trash. Please no plastic or styrofoam cups!
- ❑ DRINKS: Buy juice concentrate and mix it in reusable pitchers. Avoid bottled water!

## **Don't buy:**

- ❑ SERVING PLATTERS & BOWLS: Use platters and bowls that can be washed and re-used.
- ❑ TABLECLOTHS: Please bring cloth tablecloths from home, or use craft paper or butcher paper. Paper can be composted, but disposable tablecloths must go in the trash—including both the plastic ones and the paper ones—because the paper ones are lined with plastic.
- ❑ FLATWARE: TOPS just bought 200 metal forks to be used at events, washed, and returned. If you must buy flatware, buy sturdy plastic that can be washed and returned for future events.
  
- ❑ Arrange with Patty in the TOPS office for an event kit, including a biobag and the dumpster key.

At the event...

- ❑ Choose one area for disposal and remove all the other trashcans, which can't be supervised.
- ❑ Designate one or two people who can keep an eye on disposal until everyone learns the ropes!
- ❑ Bin set up (for 100 people):
  - A red compost bin → line with green biobag
  - A blue recycling bin → line with clear plastic bag
  - A trash can → line with any bag
  - Bucket for used forks

PIZZA BOXES can go in the compost dumpster, but they don't fit in the red bin you'll be using. Remove any plastic or foil. Recycle the tops of the boxes if they are clean/grease-free. Set your greasy boxes aside and put them next to your compost or directly into the compost dumpster... or ask parents to take them home to their yard waste containers.

RECYCLING: ALL recyclables go into the recycling bin. You do not need to separate glass, it goes in with the rest and it's no big deal if it breaks. Remove all lids and straws. Please NO plastic trays, lids, foil or other things not recyclable. The standards are the same as what Seattle residents already do, except that glass can be mixed in.

COMPOST: Yes to ALL food, including meat and dairy, dirty paper napkins, wax paper and toothpicks (anything biodegradable). No to plastic-lined paper plates, cups, and tablecloths. (An easy way to tell if there is plastic lining is to try to rip the paper. It is trash if it bends, not tears.)

FINAL CLEAN UP: There are three dumpsters in the loading dock of the school by the back of the cafeteria. Use the two green dumpsters for trash and recycling (careful, they are labelled but look identical). Use the brown for compost.

**Questions?** Contact Sandy Shettler at 525-0067 or sshettler@msn.com.