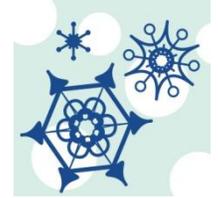




# DEP Holiday Party Planning Guide

## Tips for Greening your Event!



When planning a holiday party, always remember to keep it green! This guide has been developed to provide tips for **reducing waste** at the DEP Holiday Party. It is important for DEP employees to work in a waste-free environment before we ask others in Connecticut to do so.

Here are some suggestions on how to make the event “zero-waste”:



### PARTY SUPPLIES AND DECORATIONS

- Encourage people to bring their own **reusable dishware and utensils**. Remind them to support the Plate and Mug Sale, a Charitable Giving-Green Team event.
- To go the extra mile, charge for disposable products to remind people that it is not just the environment that is affected, but also the pocketbook.
- Whenever possible, reuse decorations from year to year. Store with other leftover party supplies.
- If your event is fully catered, work with the caterer to see if they will provide reusable or recycled content dishes and utensils, and cloth table coverings.
- If you decide to buy disposable supplies, ask the party buyers to purchase or bring in the following kinds of products:
  1. Uncoated paper goods made with recycled paper such as “Chinet” for the people who don’t bring in their own reusable dishware.
  2. Durable plastic forks, spoons and knives that can be washed and saved for next year.
  3. Reusable tablecloths rather than throwaway plastic or paper table coverings.
- Do not buy disposable dishes and utensils that are marketed as “biodegradable” or “compostable”. These products are **not** compatible with the DEP composting program.





## PARTY SET-UP, BREAK-DOWN, AND MONITORING

- Waste and Recycling stations should include separate **trash**, **compost** and **recycling** containers all in one location. It may be a good idea to have two stations on your floor, one at each end of the party area. Signs are available to post above each type of container; there are links at the end of this document and hard copies available from the DEP Green Team.
- If durable plastic forks, knives, and spoons are used, encourage people to wash and save their own. Another option is to set up dishpans as part of the Waste and Recycling station and ask a volunteer to take the utensils home to wash in a dishwasher so they can be saved for next year.
- Monitor the stations and empty the containers as needed. If the recycling or compost containers get full, be sure to empty into a larger container.
- Extra black trash bags will be available from your floor contacts. Get a couple and place them near the trash cans.
- Be sure to clean reusable tablecloths before storing.
- Save reusable serving dishes and utensils. Wash and store for the next event. Aluminum foil and aluminum containers/trays can be cleaned and recycled with the bottles and cans.
- Encourage people to take home leftovers or refrigerate for the following day.



## COMPOSTING FOOD SCRAPS

- Compost containers are located in an empty cubicle along the wall between East & West wings on the fourth floor. Containers are self serve using the sign-out sheet. There are enough to supply two containers per floor (one step-on & one pail). Call [KC Alexander](#) at x3239 with any questions. See the [Compost Connection](#) web pages for additional compost info.
- Set up your compost container and sign next to the trash and recycling containers.
- Empty the container of food scraps into your steel compost can in the break room after the party.
- Please **CLEAN** the containers in the slop sinks located in the floor utility closets. Return the clean containers to where you found them after the party and check off your name from the sign-out sheet.





## SIGNS

Use these signs for posting near appropriate containers or stations:

- [Reminder to Help Make the Holiday Party Green](#) - put up before party in locations where staff can see (i.e., break room, bulletin board, etc.)
- [Don't Forget To...](#) - put near food table as a reminder to compost and recycle
- [Compost Here](#) - place above compost container
- [Bottles & Cans Here](#) - place above recycling container
- [Reusable Utensils Here](#) - optional; place above container for collecting utensils
- [Trash Only](#) - place above trash can



## OTHER RESOURCES

- [Zero-Waste](#) is a philosophy for the 21st Century that includes recycling but goes beyond it by taking a “whole system” approach to eliminating waste.
- A zero-waste approach supports our [State Solid Waste Management Plan](#) and the [DEP Energy Conservation Plan](#).
- Other resources are available on the [Green Team](#) page and the [79 Elm Street Recycles](#) page.



**Thanks for helping to make  
this a waste-free holiday!**

