



# A ZERO-WASTE EVENT HANDBOOK



**Gokhale Institute  
of Politics and  
Economics**  
(Deemed to be University)



# MAKE YOUR NEXT EVENT ZERO-WASTE



**Gokhale Institute  
of Politics and  
Economics**  
(Deemed to be University)



# About This Handbook

---



This handbook is a guide for organizing zero-waste events. We were successful in making the very first event under our program a zero-waste one in terms of materials, though not energy (as yet!)

This handbook is written using experience from that event as a template. The handbook is not exhaustive but we strive to make it so.

If you have organized such an event, we will include your idea in the next version of the handbook with due credit to you.

If this handbook inspires you to make your next event a zero-waste one, we definitely want to hear your story. Do share your experience and get featured on our platform.

Mail your ideas and experiences to [aditi.deodhar@gipe.ac.in](mailto:aditi.deodhar@gipe.ac.in) with the subject 'Empty Waste Bin Challenge'.

Aditi Deodhar,  
Project Lead, Mission City Chakra

# EMPTY WASTE BIN CHALLENGE

---



Take this challenge

Make your next event a zero-waste event

Share your story

Get featured on our social media platform



# HOW TO MAKE AN EVENT ZERO-WASTE



# A Quick Category Checklist

A bit of pre-event planning goes a long way

---

✓ Venue Decoration

✓ Food and Beverage

✓ On-Stage Decoration

✓ Badges and other miscellanies

✓ Displays



# Let's get to work

---

MISSION CITY CHAKRA | CENTRE FOR SUSTAINABLE DEVELOPMENT

- Create a rough plan for the event
- Create a list of categories needed to execute the plan
- Make exhaustive list under each category
- Share the plan and the list with the team-members for review
- Revisit the list for the next few days to ensure nothing is missed





## Plan

- For every category in the checklist, list down the things you would need for the event.
- For everything, check the options available
- Run them through the **R framework** and **4-step decision chart** to test against the zero-waste goal



## Research

- For the items that do not pass the **zero-waste test**, look for alternatives
- Research the alternative materials, products and the service providers that can supply the alternatives



## Management

- From all the possible alternatives, select the materials, products and the service providers which can reliably fulfil the requirements
- Check for time and budget constraints
- Create the final logistic plan



## Documentation

- Document the alternatives and their positive impact
- Create a **Directory of Alternatives** for your reference and for others benefit
- Share your story, demonstrate the impact, help and inspire others to follow the suite





# Let's get to work

MISSION CITY CHAKRA | CENTRE FOR SUSTAINABLE DEVELOPMENT

- List down everything for now
- Elimination comes next

## VENUE DECORATION

- Displays
- Posters
- Standees
- Floral Decoration
- Artificial Decoration

## STAGE DECORATION

- Floral Decoration
- Artificial Decoration
- Stage Backdrop
- Arrangements for dignitaries
- Inauguration ceremony
- Gifts for dignitaries

## FOOD & BEVERAGES

- What food to serve
- How to serve - Plates/ Bowls/ Spoons
- What beverage to serve
- How to serve - Cups/ Glasses
- How to get food / beverage to venue
- Drinking Water provision
- Hand Washing Facility

## BADGES & MISCELLANIES

- volunteer Badges
- Exhibition Displays

# To Keep / Not To Keep

Time for the final list



Take the 2-lens test and see what makes to the final list

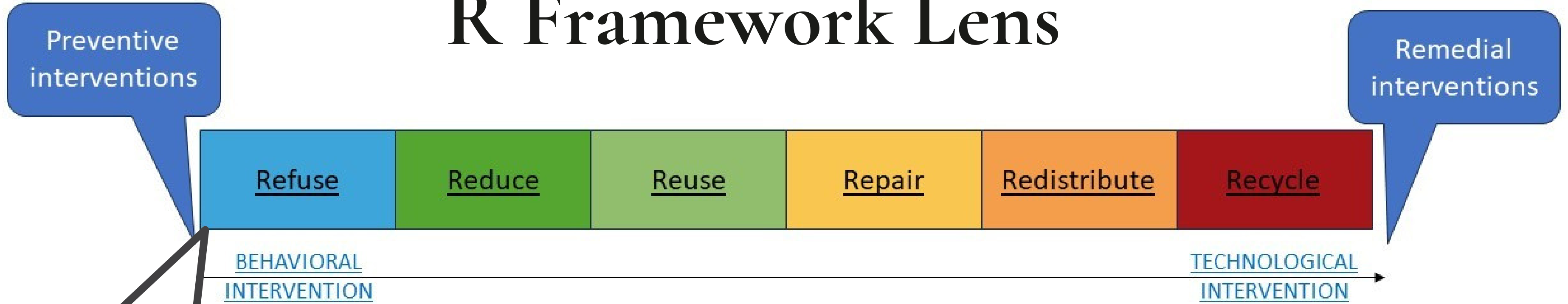


# R Framework Lens

To determine  **necessity** of each item in the list



# R Framework Lens



Does it add any value to the event?

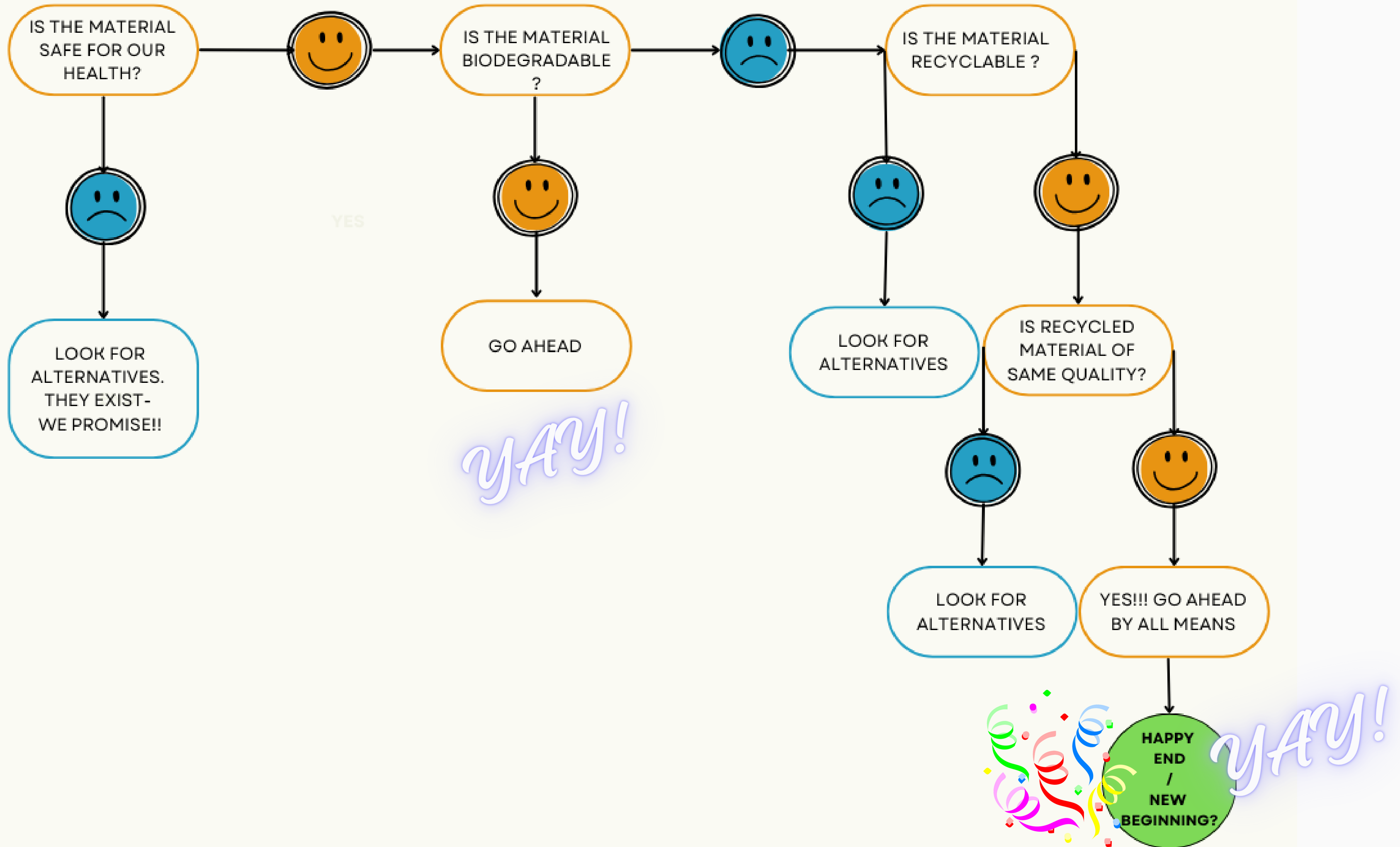
If it is necessary then can we design it so that there is no waste?

Is it at all necessary?

# 4-Step Decision Lens

Determine **right material** for items that pass R-framework lens







# WHAT & HOW WE DID IT

## Our Experience of organising a zero-waste event

# About Our Event - School Conclave





# Our Final Checklist

---

- Stage already had floral decoration for an event the day before, we 'reused' it
- Digital Display as the stage backdrop instead of poster or banner
- Volunteer Badges to be reused from an earlier event
- Steel plates and glasses to be rented for snacks and tea
- Impact Visualization display using used paper cups, one-side printed papers
- Exhibition displays of recyclable formboard to be continued to be used as part of mobile exhibition in schools after the event

## VENUE DECORATION

- Displays
- Posters

## STAGE DECORATION

- Floral Decoration - reuse the one used in the program the day before
- Stage Backdrop
- Arrangements for dignitaries

## FOOD & BEVERAGES

- Samosa
- Steel Plates
- Tea
- Steel Glasses
- Steel Container
- Drinking Water provision
- Hand Washing Facility

## BADGES & MISCELLANIES

- Volunteer Badges
- Exhibition Displays

# EXAMPLE - Volunteer Badges

## R-*Framework Lens*

Ask

IF IT IS AT ALL NECESSARY?



# R-Framework Lens Do we need them at all?

Volunteer badges are used to differentiate the host of the event, so that the guests know whom to turn to for help, for directions.

Yes, we would say they are important. We don't want our guests to roam around confused and inconvenienced.

Answer to the question, 'Are they really necessary?' is yes.

Let us apply the next criteria.

Since REFUSE is not possible, let us find ways to REDUCE the waste

# EXAMPLE - Volunteer Badges

## 4-Step Decision Lens

### TO DECIDE MATERIAL



Refuse is not possible

Reduce the material, the impact



**TYPEICAL  
VOLUNTEER BADGE**



**OUR  
SOLUTION**



# SNACKS & TEA



# NO SINGLE-USE







# OUR SOLUTION

## We rented

- Steel Plates for Snacks
- Steel Glasses for Tea

## Used

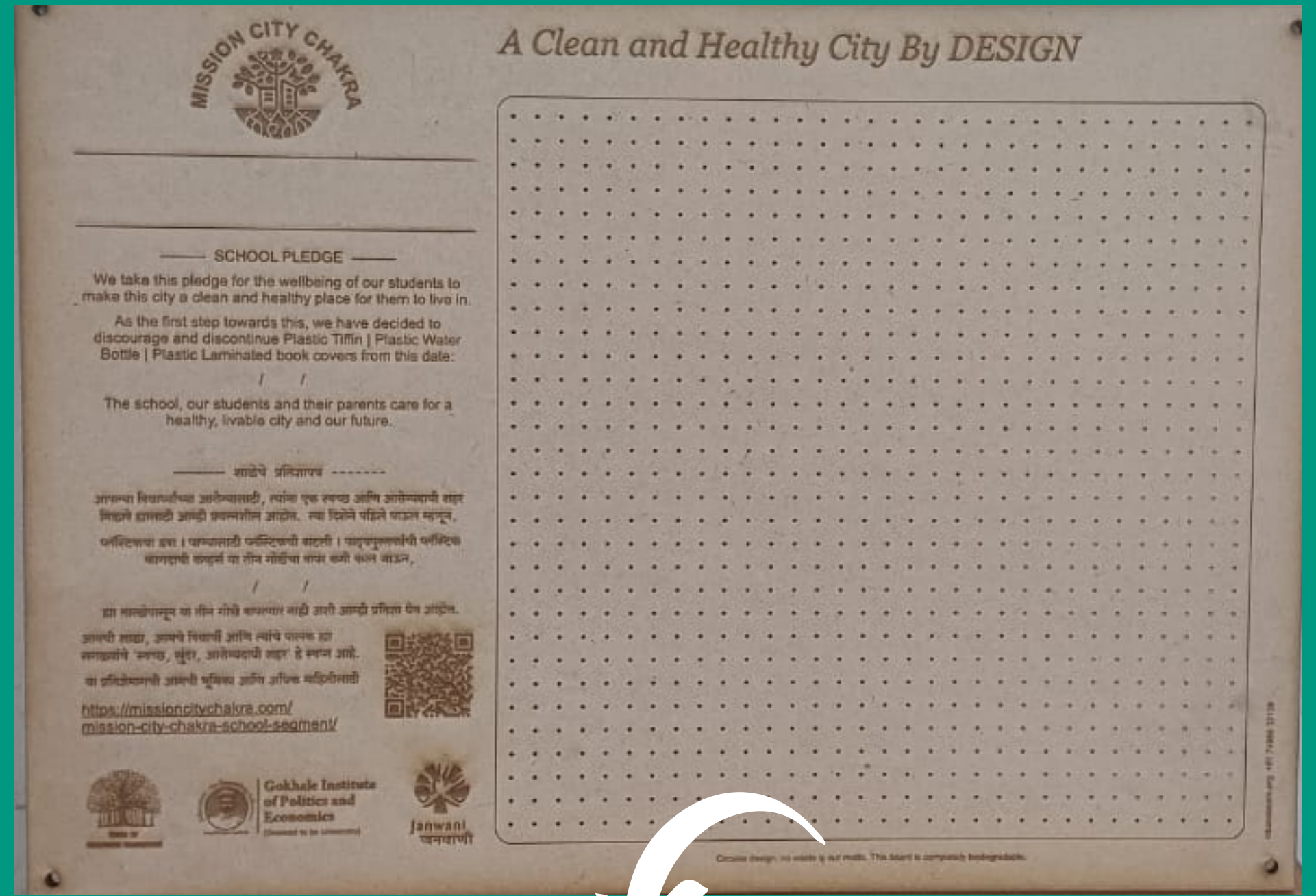
- Steel Container to get snacks from the vendor
- Water Cooler with steel glasses for water



# PLEDGE BOARD KIT

*A sustainability commitment reminder for each participating school*

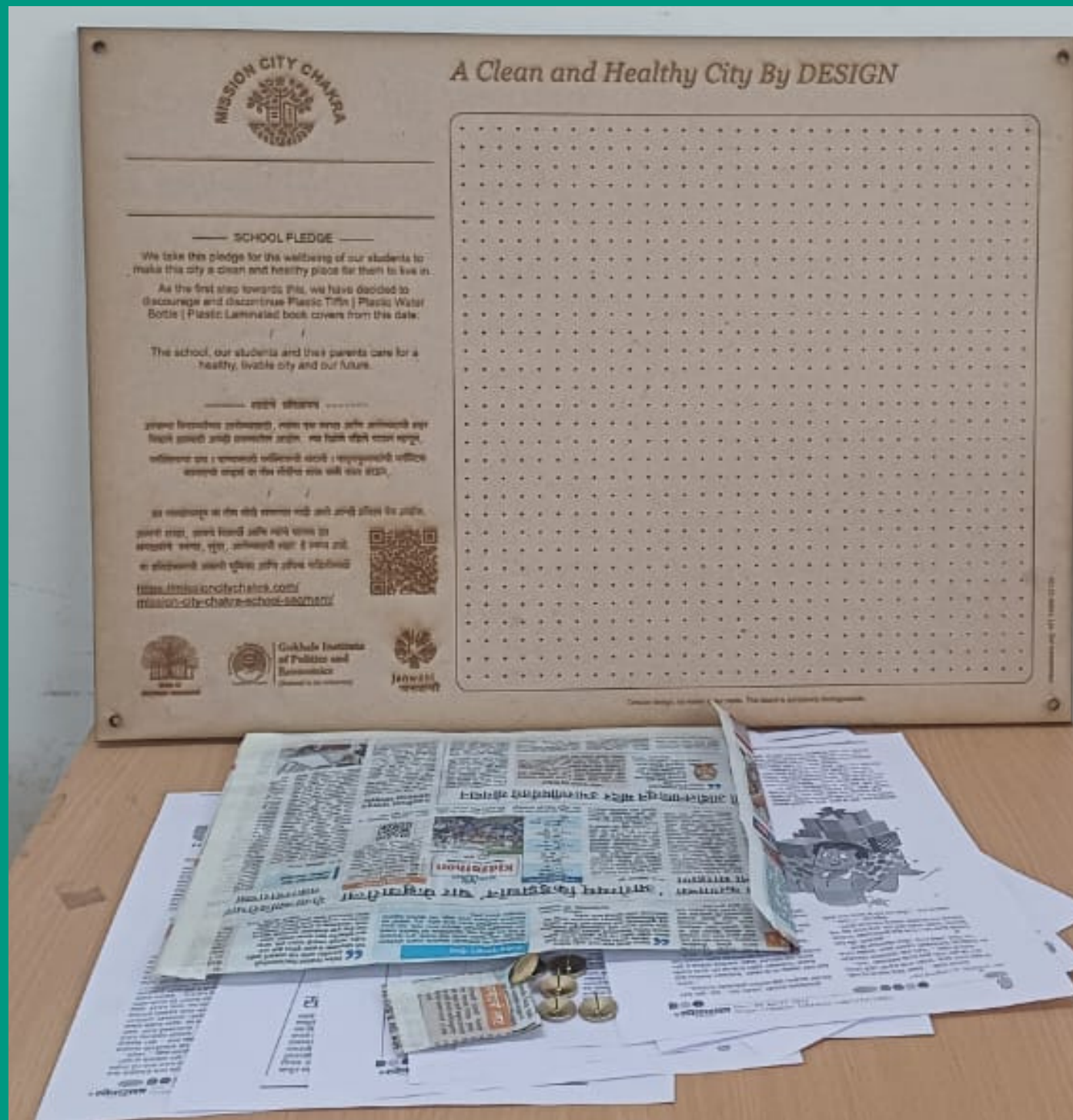




Circular design, no waste is our motto. This board is completely biodegradable.

# PLEDGE BOARD & TROPHIES made of biodegradable material





# PACKED IN BIODEGRADABLE REUSED MATERIAL



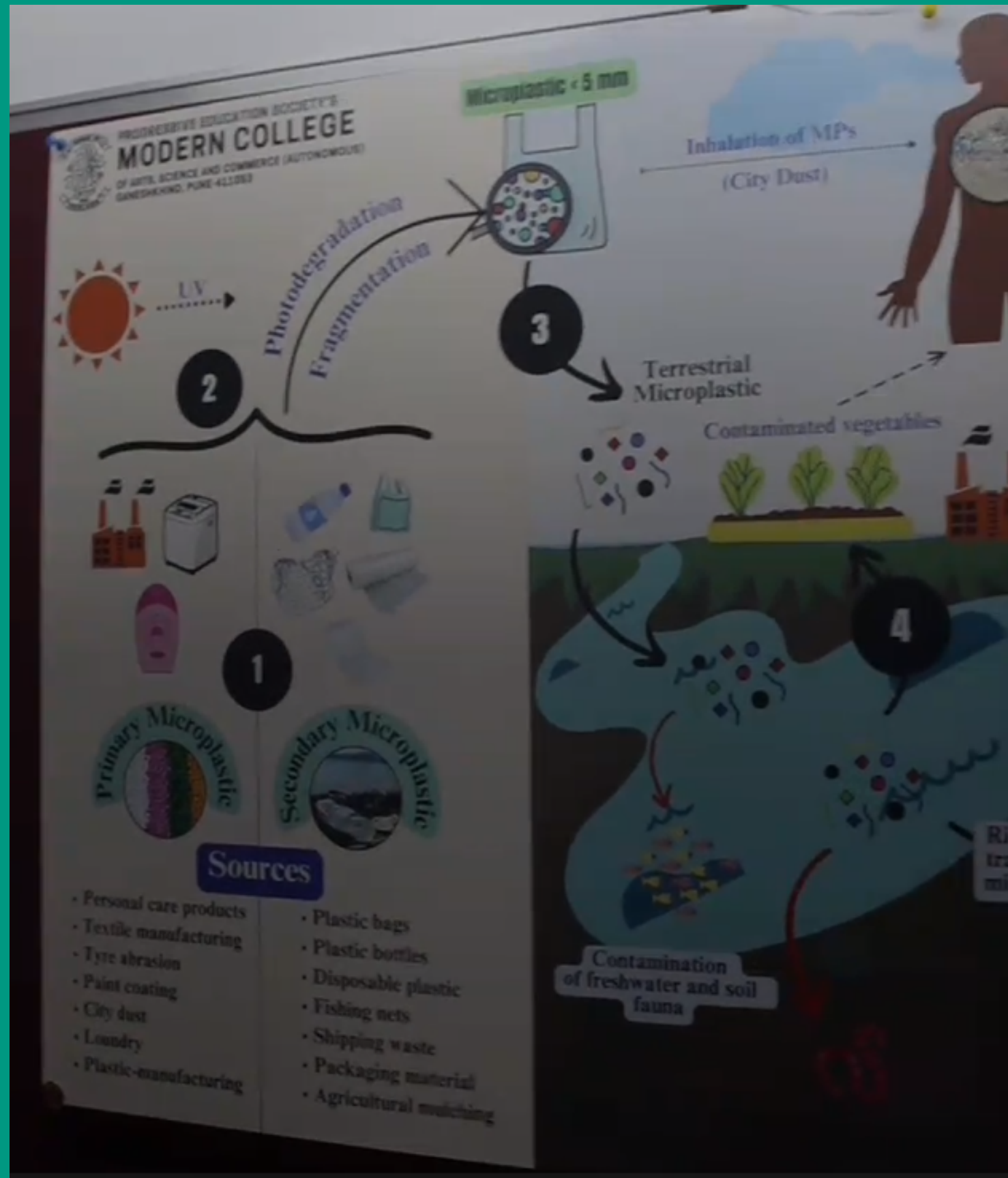
# IMPACT VISUALIZATION MODEL




The model itself did not cause any additional waste because we utilized

- Used water paper cups from a marathon
- White Board as the base which will go back to its intended use
- One-side printed papers for the White background

# EXHIBITION DISPLAY & STORYBOARDS



Recyclable Excel Eco Sheets were used to print the story and the poster

  
 Jain Irrigation Systems Ltd.  
 Small Ideas. Big Revolutions.  
 "Leave this world better than you found it."  
 Founder - Bhavatlal H. Jain (1937-2016)

**EXCEL ECO SHEET**

EXCEL ECO Sheet is a lightweight, expanded PVC free foam sheet. Its smooth matt surface makes it ideally suitable for screen printing, digital printing and painting among the various applications. It has very good adhesion with UV curable inks specific for vinyls.

<p><b>PRODUCT FEATURES</b></p> <ul style="list-style-type: none"> <li>• Smooth matt surface finish ideal for printing</li> <li>• Self extinguishing</li> <li>• Light in weight</li> <li>• 100 % recyclable</li> <li>• Low moisture absorption</li> <li>• Low water absorption</li> <li>• Corrosion resistant</li> <li>• White ant and fungi attack proof</li> <li>• Uniform fine cell structure</li> </ul>	<p><b>PROCESSING</b></p> <ul style="list-style-type: none"> <li>• Digital printing</li> <li>• Screen printing</li> <li>• Spray painting</li> <li>• Cutting</li> <li>• Sawing</li> <li>• Punching thru proper selection of tools</li> <li>• Drilling</li> <li>• Nailing &amp; riveting</li> <li>• Milling</li> <li>• Acrylic painting</li> </ul>
<p><b>APPLICATION</b></p> <ul style="list-style-type: none"> <li>• Dimensional letters</li> <li>• Digital Display for advertising</li> <li>• Point of sale</li> <li>• Suitable for flat application</li> <li>• Not suitable for cold bending &amp; deep drawing</li> <li>• Exhibition design</li> </ul>	<p><b>AVAILABILITY</b></p> <ul style="list-style-type: none"> <li>• Widths : 1000 mm &amp; 1220 mm</li> <li>• Length : 2440 mm</li> <li>• Thickness : 2,3,4,5,6 mm</li> <li>• Colour : White</li> </ul> <p>Other colour &amp; dimensions are available on request</p>

**STORAGE**


- Store the sheets in a dry & ventilated area inside the building on a plain surface
- Do not expose the packed sheets to direct sunlight.
- For the application demanding direct exposure to sunlight, contact your nearest sales representative

**ENVIRONMENT FRIENDLINESS**

- Sheets are free from Lead, Cadmium, hexavalent chromium, mercury, polybrominated biphenyls, polybrominated diphenyl ethers, Di octyl phthalate, Di butyl phthalate, Butyl benzyl phthalate, Di isobutyl phthalate, asbestos and other hazardous chemicals.
- Product is safe throughout its life cycle, right from its manufacturing to transport to usage and final disposal.
- After the intended service life, the product can be recycled after grinding for processing into alternate products.
- Recipe used for the production of EXCEL ECO SHEET does not contain any additive / material / substance that has been included in the list of substances which can cause reproductive toxicity at a level of exposure subject to the requirements of Proposition 65 - California's safe drinking water and toxic enforcement act of 1986. Recipe does not contain REACH substances of very high concern (SVHC).

(1 of 2)

**Regd. Off:** Jain Plastic Park, P.O. Box. 72, N.H. No. 6, Jalgaon - 425001, India.  
 Tel: +91-257-2258011; Fax: +91-257-2258111; E-mail: jisl@jains.com; Visit us at: www.jains.com  
 CIN: L29120MH1986PLC042028





**GO FOR  
SINGLE-USE  
ONLY IF  
THE OUTPUT  
IS  
BIODEGRADABLE.**

**OTHERWISE  
THAT  
SMALL  
CONVENIENCE  
IS SIMPLY  
NOT WORTH IT!**



# Who We Are



Mission City Chakra is a project by the Centre for Sustainable Development, under the Gokhale Institute of Politics and Economics (GIPE), Pune; a 93-year-old premier institution.

At Mission City Chakra we aim to make Pune city A Clean and Healthy City by DESIGN. The objective is to build a city on the lines of a forest where nothing goes waste. The action plan involves various measures to reduce the generation of waste itself through the mindset change and wise material choices.

Janwani is a partner organization in this mission



**Gokhale Institute  
of Politics and  
Economics**  
(Deemed to be University)





# What We Do

---

Our cities are drowning in their own waste, due to ever increasing population, expanding city limits, insufficient garbage management facilities, causing multiple issues like pollution, health hazards, increasing landfills, landfill fires, choking waterways etc.

Forest is a complex web with multitude of elements and their interactions, just like in a city.

There is no waste in a forest because output of one process serves as an input to some other process. This is the circular design in nature.

Can we create circular systems in a city so that nothing goes waste? We say it is possible.

We aim to create  
A Clean and Healthy City by DESIGN



# Meet the Team

---



**DR. GURUDAS NULKAR**  
Director  
Centre for Sustainable Development



**ADITI DEODHAR**  
Project Lead  
Mission City Chakra



**MANGESH KSHIRSAGAR**  
Deputy Director  
Janwani

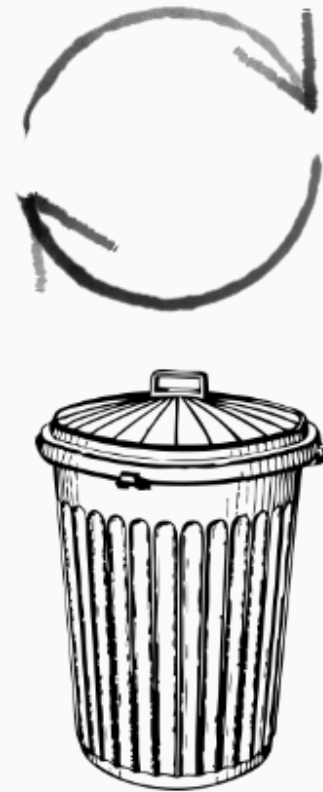


**SHRADDHA JOSHI**  
School Program Coordinator  
Mission City Chakra

**OUR FOOT ON THE GROUND  
OUR GO-GETTERS  
MISSION BUDDIES**



# Zero-Waste Events



---

## ✓ What

---

We define zero-waste event as an event where all the materials that are used and disposed off either return safely to the soil or are recycled safely into a new products of the same quality.

---

## ✓ Why

---

In the past 50 years, humans have consumed more resources than they have in all previous history.

Persistent, bioaccumulative and toxic chemicals can now be found throughout the food chain.

Time has come to pause and think about the huge impact our seemingly small actions have on our health and planet's health.

---

## ✓ How

---

Convenience and Sustainability are not mutually exclusive. We do not need to sacrifice one for the other.

Resolve is all we need. Ways already exist.

Read on to know more.



*“Zero Waste is a goal that is ethical, economical, efficient and visionary, to guide people in changing their lifestyles and practices to emulate sustainable natural cycles, where all discarded materials are designed to become resources for others to use.”*

---

-Zero Waste International Alliance



# DIRECTORY OF ALTERNATIVES

Our Sustainability partners who helped us achieve zero-waste objective



We all know the Harmful Effects of Disposable Plates, Bottles, Spoons and Cups on our environment and on us. Our Earth is getting polluted by Plastic and to avoid the same, lets say

**"NO to Single-Use of Plastic"**

**Be a Part of Solution Not the Pollution**

#sharetosave :: #sharetosave :: #sharetosave :: #sharetosave :: #sharetosave :: #sharetosave

We come up with our own Solution to Single use of Plastic for food. We have some Steel Utensils which you can use for your Social Gaterings like Rituals at home, Birthday/Kitty, Parties etc. *You just need to collect them from us; Use them, Clean, Wipe them, Dry and Return.*

**It is for "FREE".**



#sharetosave :: #sharetosave :: #sharetosave :: #sharetosave :: #sharetosave :: #sharetosave

**We are having two Set of Utensils you can choose as per your need.... Reach out to us...**

- > Shrihari – 9158555047 Pimple Nilakh
- > Dinesh – 7741043337 Bavdhan
- > Sonakshi – 7387825554 Thergaon
- > Shailesh – 9850820326 Baner Pashan Link Road
- > Sneha/Vidhya – 9823825269/9552598468 Rahatni
- > Swati – 9960775509 Ravet
- > Yamini – 9860311558 Pashan
- > Team Green Army – 9881880029 Bhosari
- > Dnyaneshwar – 9860779500 Someshwarwadi
- > Trupti – 9960559271 Bavdhan
- > Vaishali – 9881710706 Bibavewadi
- > Nandan- 9096037890 Balewadi
- > Anand – 8308824938 Bavdhan
- > Pushpa – 8888868362 Pimple Nilakh (Fibre Plates)
- > Angad- 9011050423 Pancard Club Road Baner
- > Parul – 9028885859 Kharadi
- > Apeksha – 9325633650 Pashan
- > Shweta – 7020566476 Aundh
- > Shriyush - 9823233977 Kothrud
- > Prashant K – 8600998648 Ravet- Kiwale
- > Neelam – 9921359502 Pashan

# Plate Sharing Group (Steel Utensils Borrowing)

A collaborative community initiative where steel cutlery is borrowed from the fellow members for no cost. It needs to be picked up, washed and returned.

# ZerOware (Reusable Utensils Rental)

+91 9225061030

A business venture where various type of cutlery can be rented at cost & a refundable deposit.  
It is delivered and picked up, no washing is required

**zerOware™**  
GOVT. RECOGNIZED STARTUP

**DEVARE DEVA**  
Kachra nai karne ka re babe  
**ZEROWARE** karne ka

**LET'S MAKE  
PUNE ZERO WASTE**

**SAY NO TO DISPOSABLES**

**CROCKERY ON RENT  
SABSE SASTA  
SABSE ACHA**

**UNIQUE OFFERING**

- ✓ Doorstep delivery & pick up
- ✓ No need to Pre-wash or Post-wash
- ✓ Just Use & Return in given Air tight container.
- ✓ Will be washed & sanitized at 60C to 80C in industrial dishwasher.

House parties | society parties | Birthday parties  
School functions | Corporate events  
Satsang | Marathon

**SCAN & ORDER**



**9225061030**

# Live a Zero-Waste Life

with The Sustainable Era



A natural and sustainable lifestyle is essential for several reasons. It promotes environmental conservation by reducing carbon footprints, minimizing waste, and preserving biodiversity.

Our Product line for a guilt-free lifestyle...



Bags & Pouches designed from re-cycled & up-cycled material

"Eco-Friendly Solutions:  
Recycled Products for a  
Greener World."



"Upcycling: Where Creativity  
Meets Sustainability."



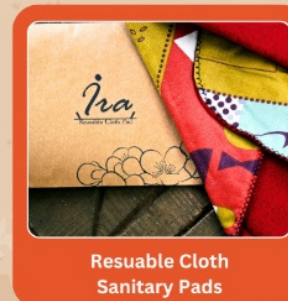
Home Decor & Jewellery



Paper Bags &  
Enevelopes



Tradional Games



Resuable Cloth  
Sanitary Pads

"Mindful Living,  
Sustainable Choices:  
Be the Change."



The Sustainable Era  
Kothrud, Pune

+91 99701 87512  
+91 93225 15840

thesustainableera@gmail.com

www.thesustainableera.com

# Sustainable Era

(Recycled-Upcycled  
Packaging Products & More)

## +91 9970187512



**MKSSS**  
**Mahendra M Nanavati**  
**Institute of Laser**  
**Technology and Applications**  
**(Trophies, Mementos, Corporate Gifting)**

**+91 7499933138**

MKSSS's  
**MAHENDRA M NANAVATI**  
**INSTITUTE OF LASER**  
**TECHNOLOGY AND APPLICATIONS**

MMNL  
MAHENDRA M NANAVATI  
INSTITUTE OF LASER  
TECHNOLOGY & APPLICATIONS

India's 1st LASER Institute Only For Women

4 Month Courses  
Eligibility: HSC/12th Onwards

1. LASER Operation and Applications

2. Product Development using LASER Technology

Make yourself Industry Ready

**BASIC DESIGN & LASER application**

Eligibility : HSC/12th Onwards  
New Batch every 10 days

Ideal For Artists

4 WEEKS BEGINNERS' COURSE

TAKE HOME 5 SAMPLES

Batch of 10-20 Students/Persons

\*Group Discounts Available

**STUDENTS WORKSHOP**

IDEAL for:  
 Junior Colleges  
 Educational Institutions  
 Professional Groups

[www.mkssslasers.org](http://www.mkssslasers.org)

M: +91 74999 33138  
E: mmnil@maharshikarve.org  
MKSSS Campus, Karve Nagar, Pune.

Follow us at:  
MMNL LASERS  
MKSSS LASERS  
mkssslasers

# Digital Strategies (Foam sheet printing)

+91 9422512456



# EMPTY WASTE BIN CHALLENGE

---



Take this challenge

Make your next event a zero-waste event

Share your story at [aditi.deodhar@gipe.ac.in](mailto:aditi.deodhar@gipe.ac.in)

Get featured on our social media platform



# Thank you for stopping by

We hope this handbook inspires and guides you to make your next event a zero-waste one.

For Suggestions and Feedback

[aditi.deodhar@gipe.ac.in](mailto:aditi.deodhar@gipe.ac.in)

