

Immersion Week Plan (7 Days)

Zero Waste Event Kit – Pune

Use this plan in the week leading up to your event to help your internal team and participants get comfortable with zero-waste habits.

Day-wise Plan

Day 1: Kick-off + Team Briefing

- Introduce the 10 non-negotiables and why they matter.
- Share responsibilities: venue, catering, water, volunteers, signage.
- Confirm what will NOT be used (bottles, tissues, flex, disposables).

Day 2: No Paper Cup Day

- Challenge: no paper cups anywhere in the office/campus.
- Set up a temporary steel cup borrowing corner (if needed).
- Share 1 photo update in the group.

Day 3: Bottle-Free Campus Challenge

- Challenge: no bottled water procurement or serving.
- Test refill station flow (water cans/RO/dispensers).
- Put a small sign at refill points: “Refill here”.

Day 4: Bring Your Own Tiffin Day

- Encourage everyone to carry tiffin + cutlery.
- Highlight ‘wash + reuse’ habit.
- Share a quick note about avoiding take-away disposables.

Day 5: Signage + Volunteer Training

- Put up neutral posters at key points (entry, water, dining).
- Brief volunteers on what to say (friendly reminders).
- Practice guiding people to return counter/refill station.

Day 6: Venue + Vendor Dry Run

- Walkthrough with venue team and caterer.
- Confirm serving method, return counter location, storage for steel.
- Confirm water stations and crowd flow.

Day 7: Final Setup + Participant Reminder

- Send final WhatsApp/email reminder to participants.
- Prepare return counter + signage + volunteer shift plan.
- Keep one quick checklist printout for event day.

Tip

Keep immersion activities light, positive, and photo-friendly. The goal is ease and readiness, not enforcement.