

Zero Waste Event Kit – Pune

A simple, reusable toolkit for any small or large event in Pune

Works for: conferences • workshops • college fests • CSR programs • community gatherings

1) Choose your event mode

Option A: Only Event (1–3 days) — Best when you want a quick, practical switch to zero waste.

Option B: Immersion Week + Event (7 days + event) — Best when you want your team + participants to practice first, then attend a seamless zero-waste event.

2) The 10 non-negotiables (Zero Waste Rules)

- 1 1. No bottled water (provide refill stations)
- 1 2. No single-use cups/plates/spoons/forks (use steel or reusable serveware)
- 1 3. No tissues/napkins (carry handkerchief; use cloth napkins for meals)
- 1 4. No flex banners (use reusable boards/cloth banners/digital backdrops)
- 1 5. No plastic stationery (no plastic folders, pens, lamination, giveaways)
- 1 6. Paper-light or paper-free event (QR codes, digital agenda, minimal printing)
- 1 7. Serveware return system (clear “return counter” for steel items)
- 1 8. Clear instructions for caterers + venue (serving style + clean-up responsibility)
- 1 9. Simple reusable signage (neutral posters that work for every event)
- 1 10. Communicate early (participants support better when expectations are clear)

3) Participant communication pack (copy-paste ready)

Before event (WhatsApp / Email)

Subject: Welcome to a Zero Waste Event ■

Hello! This is a **Zero Waste Event** designed to avoid disposables.

Please carry: ■ your **refillable bottle** ■ a **handkerchief**

What you can expect:

- Water refill stations will be available
- Food will be served with reusable plates and cutlery
- No bottled water / tissues / disposable cutlery will be provided

Thank you for supporting a cleaner, smarter event.

During event (announcements / posters)

- Please refill your bottle at the water station
- Please use a handkerchief instead of tissues
- Return steel plates/cups/spoons at the collection counter
- Volunteers are here to help

After event (impact + thank you)

Thank you for making our Zero Waste Event successful! Together we avoided:

- disposable bottles
- disposable cups/plates/cutlery sets
- tissues / paper waste
- flex/banner waste

We hope you replicate this at your next event too.

4) Immersion week (optional but powerful)

Use this when you want behaviour change before the main event.

Day 1	Team briefing + 10 rules orientation
Day 2	No Paper Cup Day
Day 3	Bottle-Free Campus Challenge
Day 4	Bring Your Own Tiffin day
Day 5	Posters go up + volunteer training
Day 6	Dry run at venue + vendor confirmation
Day 7	Final reminders + setup checklist

5) Reusable signage system

Print posters **without branding** so they can be reused for any event.

Branding for soft copies only: add a small white strip at the bottom for organiser logo.

Suggested placements: entry/registration • water refill • dining + return counter • stage reminder

6) Operations: who does what

- **Event Lead:** Owns the plan + vendor alignment
- **Venue Coordinator:** Water/refill setup + dining layout
- **Catering Coordinator:** Ensures reusable service + clean returns
- **Volunteer Lead:** Manages announcements + return counter
- **Documentation Lead:** Captures impact + participant feedback

7) Vendor directory (Pune)

Maintain a simple directory by category: steel utensil rental • refill dispensers • cloth napkins/laundry • reusable signage printing • sustainable gifting • composting pickup (optional).

8) Event day quick checklist

- Water refill station ready
- Steel cups/plates/spoons arranged
- Return counter marked + staffed
- No disposables delivered (cups/tissues/flex/bottles)
- Participants informed + reminders placed
- Volunteers briefed

- ■ End-of-event impact counted

Tip: Share this PDF with the venue, caterer and volunteer team 3–5 days before the event.