

# One-page Zero Waste Checklist

For any event in Pune • conferences • workshops • fests • CSR programs

## Before the event

- ■ Confirm: no bottled water, no single-use cups/plates/cutlery, no tissues, no flex banners
- ■ Arrange: water refill station + steel cups/plates/spoons
- ■ Design: serveware return counter + signage
- ■ Brief: caterer + venue + volunteer team
- ■ Message participants: carry bottle + handkerchief

## During the event

- ■ Keep refill station visible and staffed if needed
- ■ Announce reminders (bottle refill, handkerchief, return counter)
- ■ Ensure return counter is working smoothly
- ■ Replace cloth napkins / clean serveware in rotation

## After the event

- ■ Count impact (bottles avoided, disposables avoided, flex avoided)
- ■ Thank participants + share impact message
- ■ Pack and store neutral posters for reuse
- ■ Note improvements for next event

**Signature move:** Print posters without branding so the same signage kit can be reused across events.