

One-page Checklist (Event Day)

Zero Waste Event Kit – Pune

Use this checklist on event day. Tick items as you complete them.

- ☐ Water refill station ready (registration + dining)
- ☐ Steel cups/plates/spoons arranged (quantity confirmed)
- ☐ Return counter marked + staffed
- ☐ No disposables delivered (cups/tissues/flex/bottles/plastic packaging)
- ☐ Participant pre-message sent (carry bottle + handkerchief)
- ☐ Signage placed at key points (entry, refill station, dining)
- ☐ Volunteers briefed (friendly reminder script)
- ☐ Caterer aligned to zero-waste serving method
- ☐ End-of-event impact counted (bottles/cups/plates avoided etc.)
- ☐ Post-event thank you + impact note shared

Event Coordinator: _____