

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: _____