

Volunteer Role Sheet

Zero Waste Event Kit – Pune

Use this sheet to allocate clear responsibilities for smooth zero-waste operations on event day.

Event Lead (Overall Owner)

- Own the zero-waste plan end-to-end and ensure vendors follow the non-negotiables.
- Confirm venue, catering, water refill, and signage readiness.
- Resolve last-minute gaps and coordinate across teams.

Assigned to: _____

Venue Coordinator

- Confirm space for refill stations and dining layout.
- Ensure return counter location is clear and accessible.
- Coordinate with venue housekeeping for cleaning and movement.

Assigned to: _____

Catering Coordinator

- Ensure caterer provides reusable serveware only (no disposables).
- Confirm serving method and storage for steel items.
- Supervise return counter flow with the volunteer lead.

Assigned to: _____

Water Station Lead

- Manage refill stations (setup, flow, refills).
- Ensure steel cups/glasses are available if required.
- Place clear signs and guide participants to refill.

Assigned to: _____

Volunteer Lead

- Brief volunteers on the key messages and polite guiding language.
- Manage shifts for water station + return counter + entry desk.
- Coordinate quick troubleshooting during peak times.

Assigned to: _____

Return Counter Team

- Guide participants to return steel plates/cups/spoons after use.
- Keep items stacked safely for washing/rotation.
- Prevent disposables from entering the dining area.

Assigned to: _____

Registration Desk Volunteer

- Welcome participants and share the zero-waste reminder (bottle + handkerchief).
- Direct participants to refill stations.
- Answer quick questions and redirect support requests.

Assigned to: _____

Documentation & Impact Lead

- Take photos of refill station, dining setup, and signage.
- Count key impact numbers (bottles/cups/plates avoided etc.).
- Compile a short post-event impact note for sharing.

Assigned to: _____

Quick Volunteer Script (use politely)

"Hello! This is a zero-waste event. Please refill your bottle at the water station and return your steel plate/cup at the counter after use. Thank you!"