



Suggestions for Your Festivals, Banquets, Class Parties, Meetings, and Teacher Events



- Use electronic invitations.
- Reuse banners and signs from previous years.
- When making new banners and signs, consider creating them so that they can be reused in the future.
- Save money and time by borrowing previously used decorations (a list of available decorations is available on the Wellesley Green Schools website).
- Borrow red and black reusable tablecloths available for all events by contacting Sue Morris at susan.morris@verizon.net.

- Avoid disposable products (single serve water bottles, plastic tablecloths and cutlery) as much as possible.
- Use your PTO's reusable plates, forks, cups, napkins; if they don't have it, consider renting or investing in these for lots of future use.
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- Provide sufficient recycling bins conveniently located adjacent to all trash cans. Every school has what you need to make the system work; ask your custodian.
- Schedule volunteers to monitor the event area.
- Create clear signage showing what goes where during the event.
- Compost when possible; book a compost hauler in advance who will remove the compost at the end of the event (www.blackearthcompost.com or www.bootstrapcompost.com). Purchase appropriate sized compostable trash bags and have separate compostable waste bins next to the trash and recycling bins.
- For liquids, borrow mobile containers from the custodians at Sprague, Bates and other schools and pour out liquids.
- Contact the Recycling Disposal Facility to arrange pickup and drop-off of the Recycle-mobile for larger, outdoor events.

