How to Use the Composting Program

1. **Reserve a Room** *(days/weeks before the event)*
   - Request a room that is large enough and allows for food
   - Request composting when that button becomes available
   - E-mail zerowaste@umich.edu with “BIG EVENT” in the subject line if you expect more than 75 people. Include the date of the event, how many people you expect, and what materials you will need in the body of the e-mail

2. **Order Food, Yum!** *(usually a day or two before the event)*
   - On the phone (or while ordering online), remind them to exclude any plates, flatware and cups. But ask for napkins - all napkins are compostable!
   - See the “How to Order” sheet for more options and reminders

3. **Accept Delivery** *(immediately before the event starts)*
   - Check that everything you ordered is included
   - Ask delivery person to take back any plastic utensils, styrofoam cups, etc.

4. **Pick Up Compostable Materials** *(immediately before the event starts)*
   - Before the event, get compostable items from storage outside ELS office
   - Take only the plates, cups, or flatware necessary (e.g., no plates for burritos).
   - Don’t forget to take at least one compostable green garbage bag
   - Take a wire garbage bag holder if you would prefer to use one
   - Fill out sign out sheet (number of items taken, group, email contact)

5. **Prep the Room** *(immediately before the event starts)*
   - Set up the plates, cups and flatware next to the food
   - Set up compostable garbage bag over back of chair or over a wire garbage bag holder near the exit of the room

6. **Make an Announcement** *(before AND after event)*
   - Remind your event attendees what is and what is not compostable
   - Compostable: food, compostable plates, compostable cups, compostable flatware, all napkins
   - Not Compostable: waxed/paper/plastic wrappers, condiment packets, tin foil, plastic, styrofoam, toothpicks, liquids

7. **Capture the Compost** *(immediately after event)*
   - Station at least one volunteer at the green garbage bag (a compost host) to help people dispose of their lunch properly and prevent contamination
   - If your event has over 50 attendees, have attendees stack their cups to prevent liquids from being disposed of and to save a huge amount of space

8. **Clean Up** *(after event ends)*
   - Recycle or throw away what is not compostable (i.e. pizza boxes and soda bottles)
   - Tie a knot to close the green garbage bag, put in tipcart outside the ELS office
   - Return unused plates, cups, and flatware to storage area outside ELS office and put back neatly

E-mail zerowaste@umich.edu with any questions or special requests!