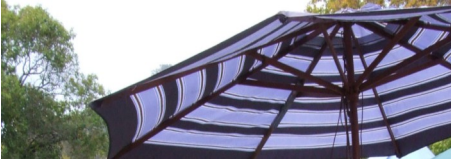


# Growing Greener Event Guide

*Environmentally preferred practices for planning meetings and special events*



The Town of Los Gatos strives to promote environmental responsibility in all aspects of our operations. As a part of these ongoing efforts, we have set specific guidelines for Town sponsored meetings and events that encourage and promote waste diversion. We are inviting the community to join us in these efforts by using this guide to assist you in planning your next social or professional event.



# Growing Greener Event Guidelines

*Although most events span only a few hours, they are known to generate a large volume of waste that is primarily comprised of recyclable and compostable items. By implementing a few simple adjustments, your next meeting or event could be successful and sustainable.*

All meetings and events conducted as a part of Town business, or those on Town property sponsored or co-sponsored by the Town of Los Gatos shall adhere to the following guidelines:

- ❑ A minimum of 75% of the waste created by a meeting or event must be reused, recycled or composted.
- ❑ Both garbage and recycling receptacles must be accessible to event guests and vendors. Commercial compost services are available, at no extra charge, for events on Town property.
- ❑ The use of items made from polystyrene (Styrofoam™), such as cups, plates and food packaging materials, is prohibited on Town property, including event use.
- ❑ Individual plastic water bottles are prohibited at all internal staff events where bulk bottled water is accessible.
- ❑ Bulk beverage service is encouraged over individual bottles and cans unless being sold at a large event to best meet health permitting requirements.
- ❑ When choosing outside vendors, consider using a local business. Those with the closest proximity should be given preference whenever feasible and fiscally comparable.
- ❑ Minimize printed marketing materials and consider alternative marketing options including: newspaper ads, large banners, social media, email invites, etc.



Contact us for assistance *greening* your next event.

Town of Los Gatos  
Environmental Services  
408.354.6824

West Valley  
Collection & Recycling  
408.283.9250

[EnvironmentalServices@LosGatosCA.gov](mailto:EnvironmentalServices@LosGatosCA.gov)  
[www.LosGatosCA.gov/GrowingGreener](http://www.LosGatosCA.gov/GrowingGreener)

[CustomerService@WestValleyRecycles.com](mailto:CustomerService@WestValleyRecycles.com)  
[www.WestValleyRecycles.com](http://www.WestValleyRecycles.com)



### *Grow Even Greener: Take the Zero-Waste Challenge!*

A zero-waste event is defined as one that diverts a minimum of 90% of solid waste through reuse, recycling or composting. Why not take a few extra steps to make your next event zero-waste? Here are a few ideas:

- Eliminate all individual single-use beverage containers.
- Prohibit vendors from distributing individual condiment packages and plastic stir sticks.
- Use only reusable decorations including tablecloths & centerpieces
- Eliminate all individually printed event materials including flyers, invitations, programs, agendas, etc.
- Offset your event's impact by calculating the greenhouse gas emissions and purchase carbon offsets from a certified carbon offset broker.
- Engage event attendees and vendors by providing an interactive activity such as cell phone recycling, CFL giveaways, or educational demonstrations.

The EPA estimates that 75% of solid waste is recyclable, while only about 30% is actually recycled.

# EVENT RECYCLING GUIDE

Below is a list of commonly used event items that may be recycled in the blue bins provided by the West Valley Collection & Recycling. For a more complete list of accepted recycling materials, visit: [www.WestValleyRecycles.com](http://www.WestValleyRecycles.com).

## PAPER BASED PRODUCTS

Signs and decorations; food boxes; juice boxes; milk, egg and juice cartons; cups; newspapers; shopping bags; catalogs; pamphlets; cardboard

## METALS

Aluminum cans; aluminum pie pans; foil; food cans; metal lids and caps from glass bottles

## PLASTICS

Any plastic items with the numbers 1-7 printed on or near the bottom; all beverage bottles; cups; cleaning product bottles; egg cartons; food containers such as butter tubs or yogurt cups; plastic shopping bags (bundled and bagged together).

## GLASS

Brown, clear and green glass bottles and jars from items such as beverages, food, and wine.

***Please note:*** All food and beverage containers should be empty and relatively free of food scraps before placing them in the recycling bin. And, any paper products contaminated with liquid, food, or grease, such as pizza boxes, used napkins, paper towels, or paper plates are not recyclable. (Although they may be composted where services are available!)



## Compost Services

Many items that become waste during and after an event may actually be compostable. Compost services are currently available to all commercial accounts in Los Gatos. Any event sponsored by the Town of Los Gatos, and held on Town property has the option to collect compostable items. Please note that arrangements must be made prior to the event by contacting the Town's Environmental Services Coordinator at 408.354.6824, or West Valley Collection and Recycling at 408.283.9250.