

ZERO WASTE EVENT

HANDBOOK



A step by step guide to a zero waste event by Zero Waste Malaysia



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• ACKNOWLEDGEMENT

We would like to thank all Zero Waste Malaysia volunteers who've spent their time brainstorming, discussing and compiling the ZERO WASTE EVENT HANDBOOK together. We've got great people to help us to source for Malaysian 🇲🇾 statistics, tips and tricks that'll help generate a zero waste event by including a list of vendors which would be much help to all of you. We tried to make this handbook 📖 as comprehensible as possible by all Malaysians. We couldn't have done it without them.

Lastly, we would like to thank you for taking the initiative to download this ZERO WASTE EVENT HANDBOOK to further spread the message about eradicating plastic usage, producing less waste and forming a bigger group of Malaysians who'd make a change to better the future.

• ABOUT ZERO WASTE MALAYSIA

Zero Waste Malaysia is a registered non-profit organisation that is fueled by a group of passionate people 🤝 who strive to spread the message on living sustainably via the Zero Waste lifestyle.

The organisation acts as a platform to provide Malaysians with a local resource centre of information and events on Zero Waste lifestyle 🌍.



● PREFACE

Aurora Tin, Founder of Zero Waste Malaysia:

"In 2017, Zero Waste Malaysia successfully organised Malaysia's First Zero Waste Fest that literally produced no waste; right from the preparation till the end. We have proven that it is possible to organise a fun event which is impactful and attractive to the mass, without producing any waste 🌱. We can achieve that by being more conscious of the waste that might be produced and diligent in preparing the alternatives and solutions in advance.

We believe that gaining experiences is more important than collecting materials, thus the key 🔑 of organising a meaningful event is all about its meaning and activities, not the "goodies" such as plastic bottles, packaging, flyers, banners or t-shirts.

Malaysians have shown great interest in organising events which are Zero or low waste but the problem is "HOW"? That is why the ZERO WASTE EVENT HANDBOOK is here to encourage event organisers to implement the Zero Waste Concept into their events successfully.



My personal tips on organising a Zero Waste Event? Just be alert on all the waste that we might produce - no matter how small they are, and do our best in replacing them with alternatives that produce no waste.

Have fun!"



"Sue Yee Khor, Co-founder of Zero Waste Malaysia:

"Organising an event can be wasteful nowadays; judging from the amount of waste produced after an event. An impactful event with the idea 💡 of sustainable awareness will gain more attention from the public due to the fact that climate change is definitely real.

We throw the waste away 🗑️. In fact, there's no "away". They ended up mostly in the landfill or be incinerated. Worst, to the ocean. But we have a choice of avoiding the waste from being produced.

There is a real solution to the problem; by practicing the Zero Waste lifestyle.

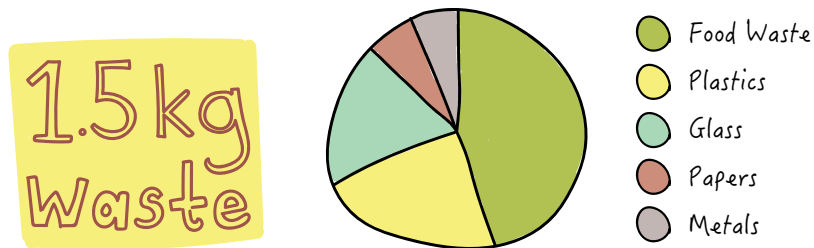
It is not difficult to plan a low waste event. With extra planning ahead and creativity in seeking solutions or alternatives after evaluating the potential waste that could be created, a zero or low waste event is possible!

Let's spread the message 💬 to the community via a Zero Waste or Low Waste Event!"



• INTRODUCTION

Did you know that events can be the main waste contributor? Waste generation has grown by 3% in Malaysia to date in result of urban migration, population growth, changes in consumption patterns, increased purchasing power and rapid development. We have accumulated 45% food waste, 24% plastics, 18% glass, 7% papers, 6% metal and the rest. An average Malaysian in an urban area may generate approximately 1.5kg of waste a day whereas in average, a Malaysian may generate up to 0.85kg of trash a day.



The act of generating waste isn't doing us any good because most of these materials cannot be destroyed. Out of 165 landfill sites in Malaysia, only 8 are identified as sanitary landfills while the rest are open dumps. Waste collected at open-air landfills causes groundwater contamination, air pollution, release of greenhouse gases, unpleasant odour 🤢 and diseases that can be transmitted through animals.

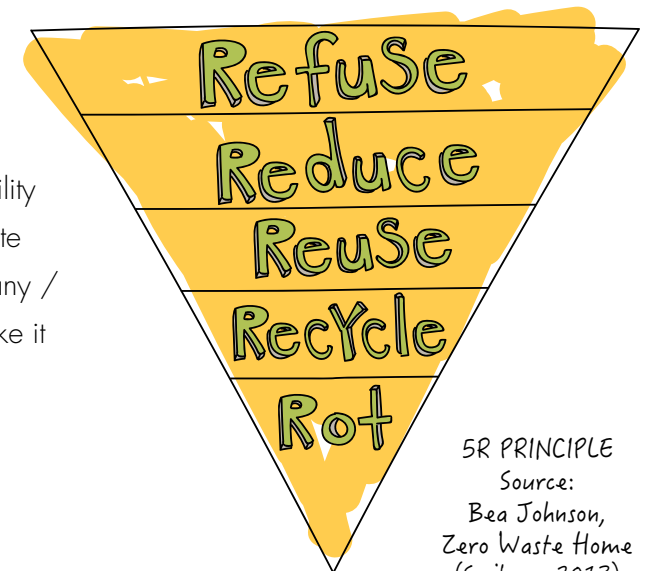
As many developing countries are still struggling to decide the best options to treat and dispose waste, we, Zero Waste Malaysia would encourage every Malaysian to do their part even if it's a small one, to make a gradual change ✨.

Since events are one of the main contributors of waste, little steps can be taken to produce little to no waste; before, during and after an event is held. Conducting zero waste events is a great way to bring waste generation issue into light.

We're going to guide you through the steps to reduce waste in your event. By the end of this handbook, you should be able to,

- Understand what a zero waste event means
- Plan and practise zero / less waste in your event
- Know that zero waste can be environmentally and financially beneficial
- Encourage others to practice zero waste to help conserve our environment and reduce our carbon footprints
- Discover various tools for a zero waste event

Therefore, we're challenging 🍊 you to make this a personal responsibility to organise zero waste events at your company / organisation and make it into a new practice.



5R PRINCIPLE
Source:
Bea Johnson,
Zero Waste Home
(Scribner, 2013)

• PRE-EVENT PLANNING



The first step towards planning for a zero waste event is to ensure your team has the same outlook. Your colleagues/employees need to understand the cause and why there is a need for an event that creates zero waste. To help educate them, we suggest:

- Providing a brief explanation on zero waste or participating in local zero waste events to show them the current situation in Malaysia.
- Exhibiting films and documentaries on global waste issues, especially concerning plastic wastes. We would recommend *Plastic Ocean*, *Trashed*, and *Mission Blue*, among many others.
- Organising a sharing session to identify alternatives and new practices that can be implemented at your workplace to lessen or eradicate your wastes.
- Suggesting single-use item alternatives to your team so they can start their own transition to be more sustainable and waste-free.

To achieve a successful zero waste event, everyone should first be on the same page. Your team should have now understand the bigger picture of this cause and be willing to put extra effort to pull the event off.

Venue

Next, you and your team need to select a venue for your event. The venue selection is an important step in your event planning stage because it will determine the feasibility of a zero waste event. Having an event at a venue that has easy access to public transportation and water refill stations would be an added advantage.

Recognising event spaces that have previously held zero waste events will be important as the venue manager will be familiar on how to accommodate your needs and requirements. If you are conducting a big event, it is best to connect with the venue manager to ensure that the event can be organised with less or zero waste. Here's a list of event spaces we've worked with,

- Slate @ The Row
- Jaya One Shopping Mall
- A Bit Less Bulk Store
- The LINC KL



To encourage event attendees to oblige to the set zero waste rules and participate throughout the event, key signages should be placed. The display signs should be in key locations such as entrances, exits and eating areas.

In line with this, it is a must to place different stations to provide convenience for attendees to:

- Refill water at Water Refill Stations
 - Water dispenser / water supply facilities can be rented from → [Happy Water Sdn Bhd 03-4043 4090](#)
 - Alternatively, event organisers can also install home water filters for water taps at the venue to ensure that it's safe to drink



- Throw remaining food waste
 - Partner with compost machine companies to park their machine at the event
 - Some we've worked with are, → [Weimar 03-6252 9793](#)
 - Prepare a big bucket for food waste disposal and send to the nearest compost site after event such as [Kebun-kebun Bangsar](#) → For the nearest compost site, visit [Zero Waste Malaysia Map](#)

- Rent cutleries (some attendees may not be aware of the event objective)
 - Collect cutleries from volunteers
 - Rent cutleries from school canteen or restaurants
 - Ensure venue has a place to wash cutleries before and after returning the cutleries
 - Prepare soap and clean loofah for attendees to wash their own cutleries/plates/cups



- Buy clean used & reusable containers
 - Collect containers from volunteers or recycling centres. Event organisers will need to make sure that these containers are safe and clean to store food.
 - It is advisable to wash and dry them before selling to event attendees.
 - Suggested selling price: RM1- RM2 for a normal pasta sauce jar that is 500 ml or smaller.
 - It is advisable to not give out containers for free as this will encourage the event attendees to bring their own containers for future events. It is also a good opportunity to send the message that nothing is free, including used containers.

Marketing & Publicity For Upcoming Event

The objective of a zero waste event needs to be emphasised throughout all communications, whether face-to-face, written or digital, to make sure the message gets across to the attendees. It is crucial for attendees, vendors and passers-by to be fully aware of the “Bring Your Own Container” (BYOC) rule during the event. This is mandatory as the main objective for a zero waste event is to reduce waste and every container eradicates at least one plastic or non-biodegradable packaging.

Here are our list of MUST-HAVES at all zero waste events:


- Reusable shopping bag
- Containers
- Jars
- Water bottle
- Phones (to take photos of name cards, instead of name cards being distributed)
- Food containers & cutleries (if there's F&B involved)
- Water bottle
- Handkerchief



As listed above, you should highlight the obligatory items that the public MUST bring when they come for the event. This can be accomplished through your communications to the public to advertise and market the event. All attendees and vendors need to also be informed of the different stations that are available. These announcements are important to allow

everyone to come fully prepared for the event.

For a zero waste event, digitalising marketing materials is the best way to go. Below are some tips and tricks to manage and maintain your event information online.

- Go Digital 
 - Creating a QR code for easy access via mobile phone
 - bit.ly links for easy access to websites
 - Online document sharing:
 - Google Form:
 - Suitable for invitations, questionnaires, surveys, post-event feedback forms
 - Ready-to-use template with modifiable settings according to event requirements
 - Google Drive:
 - Suitable for various documents or Excel spreadsheets
 - Links to desired social media platforms
- Go Traditional

If necessary, any event information can be printed out by taking these following measures:

 - Print on used papers
 - Print double-sided
 - Use of smaller fonts
 - Print as many slides on one page

Decorations

Although decorating an event venue can be fun, most decorations are usually only used once and then thrown away. Do-it-yourself (DIY) is the key to compostable and sustainable decor. DIY decoration materials can be sourced from recycled materials or unwanted scraps such as egg cartons, cardboard boxes or fabric scraps. It all depends on your creativity to be resourceful!

Here are some of our ideas:

- Leaf confetti – by punching holes out of colourful leaves and dried flowers/plants
- Cloth banner – is a great alternative to plastic banners by utilising used cloth or craft materials. You can paint on them or experiment with textures!
 - Use a projector to help in tracing out the shape of your desired logo or image onto the banner
 - Make your banners without dates/times/venues so it can be reused again and again
 - Can be reused as tote bag or other relevant items
 - This can also be a fun team building activity among event organisers to come up with a backdrop with a personal touch to it
- Handkerchiefs – can be used as small bunting



- Chalkboards – are also useful decor for information or details
- Projectors – can be used to project the desired backdrop and easily reusable if there's ever a need to change the projection

Access Pass And Door Gifts

Besides that, in order to make sure everyone has their pass to the event, there will be no need to provide plastic wristbands or lanyards. The pass to the respective event can be replaced with a chop/stamp designated just for the event. You can even go simple and reuse the chop for future events by simply using your company/team logo. Besides that, an e-ticket can also be an alternative whereby attendees need to only display their e-tickets through their mobile phones 📱.

If there comes a need to provide lanyards at the event, ensure that these lanyards can be reused for upcoming events. Do not print anything such as dates or event name on the lanyard to allow reusability. Designated boxes will have to be prepared and placed at the venue exit before attendees leave the venue. A personnel from your team can help inform attendees that they can drop off their lanyards inside the boxes.

These days, it is considered a norm to give out door gifts at an event. We would advise to not give out any door gifts as this can sometimes be wasteful. Prepare food and beverages for attendees instead.



Food & Beverages

If food and drinks are part of the event, you can prepare water dispensers for the attendees. To go the extra mile, you or the venue provider could provide glasses and cups to prevent the usage of paper cups. This should not be a problem for hotels, but more effort is required if the event is held in a multi-purpose hall or office space.

To be more inclusive of all types of diet, serving vegan and/or vegetarian food is advisable.

Staffing & Volunteers

Individuals helping out during the event, be it your employees or peers, play important roles in assisting and providing awareness to the attendees. Therefore, it is essential for them to be familiar with the event and its purpose throughout. These helpers are encouraged to arrive an hour before the event starts to get to know the venue to help attendees locate the nearest,

- Sink
- Toilet
- Stations/booth of event
- Compost machine/bin
- Recyclable bins
- Entrance
- And others (if there is/are additional station(s))

Before the event day, everyone should be provided with a map of the event venue for them to familiarise themselves with the area. This can be

circulated via digital messenger platforms to avoid printing out of the venue map.

Helpers involved in the event should also practise zero waste throughout the event as they will be viewed as examples. Attendees can learn that zero waste or creating less waste is possible if it's done the right way or if there's an alternative to it. All helpers should come prepared with the basics - water bottle, food container, cutlery, handkerchief and tote bag (if needed).

When we organise events, we would always encourage our volunteers to wear anything they're comfortable in, but it's best to get them looking distinguishable from the attendees. In lieu to that, your team can reuse old t-shirts with your organisation logo hand-printed on the t-shirt. You can also wear the same colored t-shirts and provide handkerchiefs to be tied around as a scarf to make your team distinguishable from other attendees.



Partners & Vendors

Before confirming the participation of potential vendors, make sure that they are well notified of the zero waste event objective. Vendors will have to commit to the rules of the event, which is to produce no waste or less waste throughout the event.



Vendors and partners are often advised to:

- Market digitally instead of posting a physical poster/flyer/brochure
- Not serve anything with single-use or disposable items such as plastic bags, cutleries, cups, plates, tissue
- Serve meals in reusable cups, plates and cutleries OR
- Sell their products without packages and encourage attendees to bring their own containers
- Lead customers to the event organisers if they need to know more about the zero waste movement
- Sell reusable/recyclable/compostable packaging to customers who do not bring their own containers. Items with packaging shouldn't be given out for free

Sorting Out Trash

Unlike conventional waste management, zero waste requires you to dispose items differently. As long as it keeps matters out of landfills, the remaining items from the event can either be recycled or used for compost.

On top of that, it's important to make sure the sorting station looks the same

be arranged in the same manner to avoid confusion and get attendees to familiarise with what each station represents. In order to get everything in order, it's good to get the venue map prepared according to the different stations available in the event.

How To Dispose?

★ **COMPOST**: Just because an item is biodegradable, doesn't mean that it will fully break down when thrown into the garbage. In order for an organic item to decompose properly, it needs oxygen. You can provide a self-made compost box or provide/rent a compost machine for the event. Some venue providers such as hotels also have composting facilities.

If there are large amounts of organic waste and small-scale composting is not able to accommodate the waste, you will need to identify the nearest composting site such as Kebun-kebum Bangsar.

You can also refer to commercial compost services such as Shence Greentech, that provides their service in collecting organic waste. They then transport the organic waste to the composting centre to be processed into organic compost fertilisers. In turn, these organic fertilisers are sold to the public or farms for use.

★ **RECYCLE** ♻️: You can provide coloured recycling bins along with a display for the category — Orange: plastic and aluminium cans, Blue: paper and Brown: glass. Locate the nearest recycling centre beforehand to plan arrangements to transport the recycled items after the event.

★ GENERAL WASTE: For general waste disposal, dustbins can be placed in areas that are usually crowded. To ensure that only general waste is thrown into the dustbins, you can allocate a rotational shift (every 15 minutes) amongst a few staff/volunteers to monitor the bins. This is to avoid the need to sort out the trash and ensure efficient disposal later.

★ FOOD WASTE 🍴: Where there is food, there is waste. Yes, the food may be boneless or without wrappings, but people often take more than what they can finish! We will tackle world hunger and food wastage on another zero waste booklet but for this episode, let's focus on the potential food waste in an event.

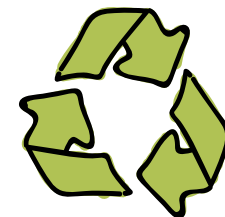
Firstly and most easily, plan to offer food with naked packaging (e.g. without paper wrappings for muffins and plastic packagings for cookies). Replace plastic cling wraps with reusable cover and remove bamboo sticks or plastic flags that are often provided with burgers. If you're working with food trucks and vendors, encourage them to give discounts or promotions to patrons who bring their own containers.

Apart from food packaging, you need to curb the usage of disposable cutleries as well. You should request the caterer or venue provider to use reusable cutleries and provide dish-washing services. Another method is to rent reusable cutleries to attendees. It is worth noting that this method is relatively new in Malaysia. Therefore, it is still easier to go for the former method.

Set a rule where attendees can only take away their remaining food if they brought their own containers. Nevertheless, it is anticipated that some may not be able to do that as most Malaysians are "hands-free" and "pocket-full" when going out of their homes. Ladies' handbags 🛍️ may be big, but rarely would we see them bringing their own containers. Therefore, it is important for you and the caterer or venue provider to plan the amount of food properly. A tip is to assign the attendees with a nominal registration fee or acquire their R.S.V.P. Note that all of these actions mentioned above should be supported with a written contract with the venue providers to secure the agreement.

What to do if there is still a lot of food left? You can work with the F&B provider to send the remaining food to charitable organisations such as the old folks' home, orphanages or spastic centres.

Some food are compostable. You will need to place different buckets to segregate the waste. Bones 🍖 and vegetables 🥬 should be separated as vegetables are usually compostable whereas some people/services do not take bones for composting. Find out a facility which composts bones or an alternative is for the bones to be donated to animal shelters or pet owners.



• EVENT PLANNING

With all the above being implemented, the event should be successful as long as everyone involved in the event is committed to the objective of going zero waste.

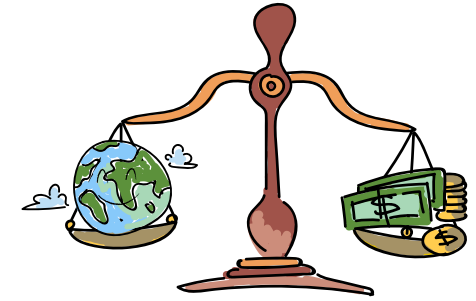
To reiterate the pre-planning steps, your team of employees/volunteers/colleagues involved in the event should already be well-versed with the zero waste event objective. They should know the event venue in and out to be able to direct attendees to the necessary stations and locations for compost bins, general disposal bins, recycling bins, rent cutleries and more.

The Master of Ceremonies (event speaker/emcee) should be mindful of the purpose and objective of the event by continuously emphasizing BYOC (bring your own container) and showing attendees where all of the stations are set up. The emcee should also encourage attendees to bring their waste back home as a reminder to be extra diligent when it comes to producing waste unnecessarily because change starts from home.

Do keep in mind that it's totally okay 🍷 to produce a little waste. It is a learning period for everyone, so do not give up so quickly! You can learn from your mistakes and experiences to conduct a better zero waste event in the future.

• POST-EVENT PLANNING

Now that the event has ended, it is time to clear up what is left of the event. Here, we will explain how to sort the small amount of waste that has been generated.



What Can Be Recycled?








Cardboard is widely recyclable, and tops any list of recyclable items. Almost all types of cardboard including pizza boxes, soda carton, tissue boxes, paper towel or tissue towel cores are accepted. Do note that this can only be done if it doesn't have any oil stains.

Paper is another easy and widely accepted recyclable material. Newspapers, inserts, paper grocery bags, shopping and lunch bags, magazines, shopping catalogues, discarded mail and envelope are all key examples of recyclable paper.


Aluminium cans such as empty soda cans or aerosol cans are generally recycled, both by municipal recycling initiatives and by scrap metal dealers. The same goes to metal cans like stainless steel cans. As long as it's cleaned, dealers would offer payment for a certain number of cans to be reused.

Glass as well is recycled everywhere by municipal authorities. Items such as glass bottles and jars would be cleaned, melted and reshaped into new glass items.

Plastic food containers, soda or water bottles are just a few recyclable plastic items. Ensure that municipal authorities are also willing to accept polystyrene plastic, as many of them do not wish to bear the expense of the more complicated recycling process for the material. However, one should take into account that plastic items categorised 1, 2 and 5 are commonly recycled in Malaysia, thus having sufficient equipment to curb these plastic items.

	PET / PETE (polyethylene terephthalate): water bottles, festive season cookies containers, cooking oil bottles, food trays, etc.
	HDPE (high-density polyethylene): milk & non-carbonated drink bottles, shampoo & detergent bottles, medicine bottles, etc.
	PP (polypropylene): ice-cream & yogurt containers, water bottle caps, take away lunch boxes, etc.
	PVC (polyvinyl chloride): plumbing pipes, credit cards, membership cards, synthetic leather products, etc.
	LDPE (low-density polyethylene): cling wraps, plastic grocery bags, bubble wraps, zipper bags, take away food trays, etc.
	PS (polystyrene): single-use cutlery, disposable cups & plates, packing foams, clear vegetable clamshell packaging, etc.
	OTHER (polycarbonate, polylactide, etc.): baby bottles, compact discs, toys, furniture upholsteries, phone covers and electrical equipments, etc.

Batteries can be recycled as long as it's kept separately from the other recycled materials, due to its contained lithium.

Unless the leftover food is unfit for human consumption, food waste can be added into the compost for fertilisers. Otherwise, you can send the remaining food to charitable organisations or check to see if local authorities offer a food waste collection service. We've made things simpler for you, do check out the nearest ones to you here with our [Zero Waste Malaysia Map](#) .

Evaluation

Going zero waste isn't easy but every small step is a beginning to a new journey in conserving the environment. In order to make sure of how effective your event was, it's best to have reports on,

- Waste produced (negative) versus waste saved (positive)
- Stations that worked well
- Amount of waste produced



- Number of attendees and what were their reactions towards a zero waste event
- How your team, the event organisers, handled 'leftover resources' from event to show if there are plans to reuse or recycle them
- Sales from each vendors that followed the zero waste event objective made throughout the event. This is to measure the effectiveness of a zero waste event and how it can be made better and practiced in future events
- E-Feedback form to know what attendees think and feel about a zero waste event. This is helpful to keep all comments and feedback documented for future zero waste events held



CONCLUSION

Last but not least, we would like to thank you 🙏 for reaching to the end of the ZERO WASTE EVENT HANDBOOK. We have put a lot of hard work on this and we know you will too. Just remember, everyone has to start somewhere and every small step 🦶 counts because a journey of a thousand miles always begins with a single step!

We've done a couple of zero waste events and you can refer to them on our [website](#).

If you're still unsure about any of the steps mentioned, do know that the Zero Waste Malaysia community is always here to answer your questions.

You may reach us at,

[Zero Waste Malaysia Official Facebook](#)

[Zero Waste Malaysia Community Group](#)

Good luck and all the best!

Signing off 🙌 ,

Zero Waste Malaysia Team

● RESOURCES

Here's some of the vendors that we have worked with:

1. A Bit Less Bulk Store – abitless18@gmail.com
2. Athena Empowers – blubear.co@gmail.com
3. Barkery Oven Enterprise – barkeryoven@gmail.com
4. Bliss Zero Waste Store – blisszwstore@gmail.com
5. Bread Fox Bakery – ruza@thebreadfox.com
6. Bubbles & Essentials – zero.home.waste@gmail.com
7. BYOB Damansara Kim – pjbyob@gmail.com
8. Community Eco Market (CEM) – mingwah10@yahoo.com
9. Conzerve – admin@conzerve.org
10. Cori's Table – coristable@gmail.com
11. Earth Little Farm – earthlittlefarm@gmail.com
12. Foodies with Love – huisan25@yahoo.com
13. Frangipani Bulk – malika@frangipani-shop.com
14. Green Ideal Cottage – greenidealcottage@hotmail.com
15. Ground Control – evelyn@groundcontrol.my
16. GuoRan Artisan Preserves – guoran.artisan@gmail.com
17. HI Health Inspire – geokpeilim@hotmail.com
18. Hijo Cloth Pad – hijoclothpad@gmail.com
19. Homemade noodles – ycs1029@hotmail.com
20. Homemade4All – homemade4all@gmail.com
21. I-Eco – sales@infinitetens.com
22. In Between Cultura – inbcultura@gmail.com
23. Kebun Kaki Bukit – suddenlysusan@gmail.com
24. Kinder Soaps – michelle@kindersoaps.com
25. Lembah Barakah Organic Orchard – barakahorganic@gmail.com
26. Mayura Apothecary – careline@mayuranatural.com
27. Michelle's Real Food – mileegc7@gmail.com
28. Milky Whey Cheese – annisa@milkywheycheese.com
29. MrsLongpants & Joey's PB And Soy Free Tempe – nurun.anwar@gmail.com
30. Nourish and Nibbs – adelyn.loo@gmail.com
31. Nude the Zero Waste Store – hello@nudezerowaste.com
32. OrganiCup Malaysia – daphne318@gmail.com
33. Origin Bulk Store – hpseet@originbulkstore.com
34. Platform coffee & Homestay – cleonglee@hotmail.com
35. Plucked – tsuwen@gmail.com
36. Sampah Menyampah – sampahmenyampah101@gmail.com
37. Savonfactory & Lestarrynatural – nhayatiabhamid@gmail.com
38. The Bubble Lab – b_bubbles@live.com
39. The Gentle Giant – sueenthoo@gmail.com
40. The Hive-Bulk Foods – aida.thehive@gmai.com
41. The Olive Tree – hongmei@theolivetree-my.com
42. Vive Snack by Vie Verte – vieverte88@gmail.com
43. Weimar – davidlee@weimarbiotech.com
44. 綠生活 好日子 – meoping@hotmail.com

* Hover cursor over vendor's name to visit their Facebook page.

