



# Compost Guide

This program is separate from the Sprout compost program, and is specific to events.

## **Step 1: Request a compost bin**

Are you hosting an event with food/compostable items? You can request a compost bin!

Please complete a custodial work order with the following information:

- ☐ Event name, date, time, and location
- ☐ Number of compost bins needed

If you cannot complete a work order, email [sustainability@drake.edu](mailto:sustainability@drake.edu) the event information.

## **Step 2: Purchase/request compostable dishes and utensils**

If ordering food through [Sodexo](#), you can add compostable silverware, plates, and cups to your order under the Supplies category. This comes with an additional cost.

It is not required that you have compostable utensils/dishes to request a compost bin.

## **Step 3: Communicate what is compostable**

The key to a successful event with a compost bin is communication about what is compostable. It should be announced at the event what specifically is compostable at the event (food, utensils, plates, etc). Additionally, signage must be posted on the compost bins for what is compostable in case the announcement is not heard (a sign will be delivered with the compost bin).

[Here](#) is a link to everything that can be composted, and [here](#) is a link to a helpful graphic.

## **Step 4: Keep an eye on the compost bin**

This is key! Make sure as people begin to throw things away, that only compostable items are making it into the bin.

There should be one person in charge of managing the bin to monitor waste during the event and educate individuals as they sort their waste.

## **Step 5: Prepare compost for pick up**

Our custodial team will pick up the compost and dispose of it following your event. It is helpful if you can ensure that the bags are not overflowing!

Please contact [sustainability@drake.edu](mailto:sustainability@drake.edu) with any questions.