Compost Guide

Drake University | Office of Sustainability
Facilities Planning & Management

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 email sustainability@drake.edu with the following information:

☐ Event name, date, time, and location

☐ Estimated number of attendees

☐ Type of event (sit down meal, event with snacks, buffet, etc)

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: Bring compostables to GreenRU Bins

If the event is small, we request that the event organizers walk the compost to the orange GreenRU compost bins (see map).

If you are hosting a larger event, facilities can assist with transporting the compost to the correct location. This will be communicated via email.

Please contact sustainability@drake.edu with any questions!

The compost bags should be placed in the orange bins in the corner by the dumpsters.