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Sustainable Event Setup Checklist

For Eco-Conscious Caterers & Event Planners



We've supplied and attended a few events since 2006. Here is a quick checklist to help you prepare!

EVENT PRO TIP

For a smooth, sustainable setup, we recommend ordering Verterra products at least one month before your event. Early planning ensures availability, reduces last-minute waste, and keeps your eco-conscious event on track.



SERVING SUPPLIES

Plates



6" Palm Leaf Plates – For apps, desserts, and cocktail hour



9" Palm Leaf Plates – For main courses or buffet setups

Bowls & Serving



3.5" Palm Leaf Bowls – For sides, tasting portions, or small snacks



14"x14" Covered Catering Tray – For transport/display of baked goods, charcuterie, or sliders

Cutlery & Napkins



6.5" Medium Weight Wooden Cutlery Kits (includes fork, knife, spoon + napkin)



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Seasoned pros rely on these key practices to streamline station setup and maintain service excellence.



BEVERAGE STATION

Compostable hot/cold drink cups



Hot beverage sleeves (if applicable)

Recyclable or compostable stirrers



PRESENTATION & DESIGN

Linen Table Runners or Cloths (consider renting to reduce waste)

Risers or Crate Displays

Style with greenery, florals or dried botanicals

Printed menu or signage on recycled paper or use digital displays



DISPOSAL & CLEAN-UP

Compost bins clearly labeled or guests/staff

Signage to educate guests on what's compostable and what's not

Gloves, towels, and reusable cleaning supplies



Not-So-Obvious Tip

Compostable products only benefit the planet if they end up in the compost. It's not just what you use. It's how you dispose of it.