



Sample Email Reminder

Send to **ORGANIZATIONS** one week before ZWD.

Greetings Participating ZWD Orgs!

We still can't believe that this is **YEAR FIVE** of Zero Waste Day. Loretta and I have been busy-as-can-be promoting the event with hopes that, like previous years, we'll have around 500 donors. Fingers crossed that we'll be able to maintain that great participation rate.

Please read all of the info below in preparation for Saturday, and please have one member of your organization **RESPOND WITH A QUICK EMAIL TO CONFIRM THAT YOU HAVE RECEIVED THIS MESSAGE.**

FINAL DETAILS

- **ARRIVAL TIME:** Please arrive between 8-8:15am for set-up. We know it's early, but we want to have all of the vehicles in place by 8:15am (see attached layout) so that we can do a walk-through with the volunteers at 8:30am. Coffee (Dunkin's) and donuts (Donna's) await!
- **GATES OPEN AT 8:50AM!:** Because we expect a long queue, we'd like to open the event no later than 8:50am. We're all about EXCEEDING expectations!
- **DEPARTURE TIME:** We have advertised our event as 9am-1pm and kindly ask that you and your donation vehicle be on site for the full four hours. We want to ensure that we don't have to turn people away because trucks have departed early.
- **BANNERS:** If you have a banner for your organization (in case your truck/vehicle isn't marked), please bring it so that the volunteers can easily identify your organization and so that the donors remember your name.
- **FOOD AND BEVERAGES:** In addition to coffee/breakfast, we will provide pizza for lunch and baked goods from members of the Congregational Church. We will also have a large supply of bottled water.
- **TABLES:** We will have two tables for More Than Words, one for Battery Recycling, one for Cell Phones/Ink Jets, one for Animal Supplies and one for Electronics Recycling. The remaining tables will be for the Refreshment Center and Welcome Station. If you did not request a table in advance and you require one, please try to source one on your own. Although this is definitely an "on your feet" kind of day, you might consider bringing a portable chair if you need to sit for a bit.
- **BATHROOM:** The school will be open from 8am-1pm for use of their restrooms. (Yay!)
- **PARKING:** If you will have an extra (non-donation carrying) vehicle with you, we kindly ask that you park on the grassy area behind the school or in the parking lot at the far end of the school. The rotary area and upper parking lot will only contain donation vehicles.
- **TAX RECEIPTS:** Please bring them! Although the receipts aren't necessary for most donors, some (as you well know) insist on them.
- **FACEBOOK:** If your organization has a FB page, please feel free to post something about your participation in ZWD on your page. Also, we wonder if you'd consider adding [Zero Waste Day, Tewksbury](#) to your list of Favorite Pages. All participating non-profits are listed on our page so that our "friends" can find you!
- **PLAN YOUR OWN ZWD:** Just a reminder that our 6 month ZWD planning guide resides on our website under a header called [Plan Your Own ZWD](#). Please feel free to refer other communities you serve to this valuable resource.

Should you have any questions, please contact either one of us at the numbers noted below. **For any urgent matters or if you need to reach us between 6am-2pm on Sat, you can call Beth at 508-423-1096 or Loretta at 781-799-9466.**

See you on Saturday! **Don't forget to email or call to confirm that you received this message!**

Beth McFadyen, [Tewksbury Congregational Church](#)
bmfadyen@zwdtewksbury.org, 978-851-4867

Loretta Ryan, [Tewksbury Recycling Committee](#)
lryan@zwdtewksbury.org, (781) 799-9466

Zero Waste Day Packing List:

- Tax deduction forms
- Brochures/flyers
- Banner
- Portable chair
- Sunscreen, hat, sunglasses, raincoat
- Directions to Zero Waste Day, Wynn Middle School, 1 Griffin Way
Route 38 to Victor Drive (near Mahoney's Garden Center, as a landmark). The school is at
the end of Victor Drive. (Griffin Way is a memorial road.)