



Waste Management Planning Work Sheet for Events

General Information

- Event Name _____
- Event Date _____
- Event Location _____
- Who's in charge of solid waste? _____

Size of Event

- What is the footprint of the event in acres or square feet? _____
- How many people generally attend? _____
- How many vendors attend? _____
- How many vendors sell food? _____

Waste Generation

1.) How much waste was generated at the event last year (in tons, cubic yards, or other units)?

2.) Provide an estimate (by percent) at the amount of each type of waste in your waste stream:

- Cardboard _____
- Food scraps _____
- Food serving packaging (i.e. plates, cups, utensils etc.) _____
- Wood (including pallets) _____
- Beverage bottles and cans _____
- Other recyclable containers _____
- Paper _____
- Grease _____
- Other materials _____

Vendor Waste

- Where are vendors suppose to put their waste (e.g. behind their booth, in a central dumpster, in garbage cans)? _____
- Are vendors responsible for packing out their own waste? _____
- When are contracts with vendors negotiated? _____
- Are vendors charged a waste disposal fee or is it included in the lease/rental fee? _____
- Are "green" waste management strategies written into the vendor contract as requirements for vendors to comply with? _____

Participant Waste

- What types of waste containers have been used for participants (e.g. size, material, etc.)? _____
- How many waste containers have been used? _____

- Are waste containers leased, borrowed or owned? _____

Waste Haulers (Includes haulers used in past years and other haulers in the area.)

Company	Contact	Phone	Email

Waste Cost

- Waste Disposal (cost per ton x tons/or flat rate): _____
- Container Rentals (either large dumpsters or individual toters): _____
- “Pull charges” or the cost to remove full dumpsters or containers: _____
- Other costs: _____

Waste Management Targets

Check all the following materials that would be the easiest and most productive to reduce, reuse or recycle:

- Cardboard
- Food scraps
- Food serving packaging (i.e. plates, cups, utensils etc.)
- Beverage bottles and cans
- Other recyclable containers
- Paper
- Grease
- Wood (i.e. pallets)
- Other _____

Point People and Contacts

List the contact information of people who would be good candidates for the waste management committee.

Company	Contact	Phone	Email