

GETTING STARTED

FOUR STEPS TO STRESS-FREE EVENT WASTE MANAGEMENT

Making sure that everyone at the event site disposes of their waste correctly might sound daunting – and there's no denying that it takes some effort – but it doesn't have to be the stuff of nightmares.

With a little work ahead of time, you can take control of your waste stream and cross "worrying about recycling" off your to-do list for event day.

Step 1: Plan

- Decide which waste streams (trash, recycling, composting) you're going to collect
- Set foodware policies accordingly (e.g., don't encourage the use of compostable foodware unless you're collecting composting)
- Develop "chain of custody" procedures to prevent contamination from the point of collection until the materials are removed from the event site
- Arrange for collection containers, signage, dumpsters, and pick-up of materials

Step 2: Communicate

- Let vendors know about the foodware requirements as early as possible
- Train event staff and volunteers so they know what belongs in each container and where guests, vendors, performers, and others should dispose of their waste
- Promote your waste reduction efforts to make everyone involved in the event feel like they're making a difference

Step 3: Collect

- Set up effective collection stations with color-coded, well-labeled containers
- Install eye-level signage to show people what belongs in each container
- Use different colored bags for each type of waste (trash, recycling, and compost) so you can tell the bags apart after they are removed from the container
- Make sure collection containers are emptied frequently – when the correct container is overflowing, people will use the wrong one

Step 4: Manage and dispose

- Make sure the collected materials get put into the correct dumpster and that recyclables are dumped out of their collection bags
- Keep dumpsters covered and secure so materials stay clean, dry, and free of contamination from unauthorized use until they are removed from the site