

MANAGING WASTE & RECYCLING AT EVENTS

A WORKSHEET FOR PLANNING & IMPLEMENTATION

Event sponsors are required by Wisconsin law to provide recycling at their events, but there are other great reasons to incorporate recycling into your plans. Starting or improving a recycling program at your event puts materials back to use in the economy, and it can enhance public opinion of the event, reduce its environmental impact and may even reduce waste hauling costs.

This worksheet will help you design, implement and promote a recycling plan for your event. The steps follow the information found in the DNR publication "Recycling and Waste Reduction at Your Special Event" (WA-1537).

WE WILL RECYCLE (CHECK ITEMS):

PAPER

- Paperboard (cereal boxes, paper egg cartons, paper towel core rolls, etc.)
- Corrugated cardboard
- Mixed paper (event brochures, fliers, etc.)
- Newspapers, magazines, catalogs

CANS & GLASS

- Glass bottles & jars, all colors
- Aluminum cans
- Aluminum pans/foil (clean & dry)
- Steel/tin cans
- Empty aerosol cans

PLASTIC CONTAINERS

- PET  plastic water & soda bottles; some food jars & containers
- HDPE  plastic bottles & milk/juice jugs
- Other plastic containers (dependent on what the recycling hauler will accept):

PLASTIC WRAP & FILM

This material **MUST** be clean and dry and taken to the designated plastic wrap and film recycling collection drop-off located at _____.

- Plastic bags & food storage bags
- Bread & produce bags
- Plastic shopping bags
- Case and pallet wrap

COMPOSTABLE ORGANIC MATERIALS

Your waste hauler may be able to handle organic materials and deliver them to a composting facility.

- Food scraps
- Animal bedding and manure

RECYCLING GOALS FOR THIS YEAR:

- 1.
- 2.

You can set a specific recycling goal for your event.

If you are starting a program, you might aim to develop a contract with a hauler who can serve special events or to officially designate a recycling staff. More established programs might consider expanding the list of recyclable items at the event, providing more training for vendors and staff or improving on the previous year's collection total.

REMEMBER:

- Pair a recycling bin with a waste bin at all times.
- Visibly and clearly label the waste and recycling bins. Use clear liners in recycling bins, black liners for trash. The recycling bin should be a different color or shape than the trash bin, and should have a restricted opening so it is not used for trash disposal by the public.
- Keep bins clean, inside and out.
- Empty bins as soon as they get full; emptying before full is okay to prevent overflow.
- Keep bags of recyclables separate until they are in the recycling dumpster.

HAULER CONTACT INFO:

Name:

Phone:

Email:

10 QUESTIONS TO GUIDE YOUR PLANNING

1. Who will supply the bins or barrels needed for trash and recycling? _____
2. How many bins/barrels will be present? _____
3. Will the recycling bins/barrels be a different color than trash bins for easy distinction?
 Yes No
If no, we will do the following to make recycling stations highly visible:

4. Where will bins be placed if not paired 1:1 with trash cans? _____
5. Where will dumpsters (and animal waste sites) be located? _____
6. Who will set-up and place the bins throughout the event site? _____
7. Who is responsible for emptying trash and recycling containers? (check all that apply)
 Waste/recycling hauler
 Volunteers Paid staff
 Other: _____
8. How often will bins be emptied? _____
9. How often will dumpsters be emptied and at what time(s) of day? _____
10. How will special recyclables (for example, 5-gallon plastic buckets) be managed?

HANDLING PROCEDURES: KNOWING THE STEPS

Knowing the step-by-step procedure for bin placement, bin inspection, bin emptying and the hauler collection schedule can set event recycling on the right track. You can use the space below to describe the ordered steps for collection at your event this year.

RECYCLING MANAGEMENT PROCESS:

1. _____
2. _____
3. _____
4. _____

VENDORS/STAFF

1. How will vendors be made aware of recycling requirements for the event?
 Handouts/fliers Provision in contract
 Personal reminder by event staff
2. How will event staff be prepared to support recycling at the event?
 Handouts/fliers Training
3. Who is responsible for emptying the bins?
 Event staff Vendors
 Other: _____
4. Are there penalties for failure to comply with recycling rules?
 Yes No
If so, who is responsible for enforcement?

5. Are vendors required to use specific items (i.e., reusable plastic cups or other items)?
 Yes No
If yes, what items? _____

PROMOTION

For our event, we will:

- Promote recycling in event programs, schedules, maps and similar event publications.
- Put recycling messages on screens or scoreboards.
- Encourage recycling during event announcements.
- Promote proper disposal of the recyclable materials provided by food vendors.
- Send a press release to local media (TV, radio, newspapers) promoting our efforts.
- Use social media platforms to promote new or improved recycling programs at the event.
- Get weight data from our hauler so we can keep track of and promote what we accomplished.

REMEMBER:

- Keep messages and directions short and simple.

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