

Suggested Event Recycling Timeline

One Year Prior to Event

- Identify service providers for garbage and recycling
- Identify recycling and “greening” goals
- Determine materials in the event waste stream
- Work with hauler to develop service contract that specifies materials to be collected and recycled
- Determine where and who generates the most waste (suppliers, staff, vendors, attendees, etc.)
- Determine items to recycle
- Research procurement opportunities (buying durable, reusable, and repairable products)
- Research the best equipment/containers for collection
- Identify education/outreach opportunities

Six months prior to event

- Purchase recycled and recyclable products, or require vendors to purchase recycled and recyclable items
- Determine which items are recyclable, compostable, or reusable
- Decide which materials will be source separated vs. co-mingled
- Meet with vendors to discuss recycling and waste reduction opportunities
- Determine ways to reduce packaging
- Select and order equipment (bins, stickers, etc.)
- Research donation opportunities
- Identify staff person to assist in implementing recycling procedures

- Organize education and outreach components (i.e. information in event program and vendor packets, press release, signage, etc.)
- Work with local non-profits who will assist with collection of recyclables

Two months prior to event

- Publicize event greening through displays, media, and promotions
- Inform media of event greening program
- Order recycling/waste services
- Determine who will be collecting and transporting recyclables on the event day
- Include recycling procedures in vendor packet
- Confirm equipment & outreach orders and drop off schedule
- Train staff on recycling procedures
- Create diagram of recycling staging area for vendors

Week prior to event

- Confirm donation pick-up
- Confirm equipment and outreach delivery
- Confirm hauler/recycler schedule
- Create signage for recycling bins, if not provided by service provider

Day before event

- Train staff (can be done day of event)
- Distribute recycling procedures to vendors
- Strategically place trash and recycling bins next to each other

Day of Event

- Monitor waste and recycling stations regularly
- Empty containers as needed
- Publicize recycling throughout day with announcements

After Event

- Ensure containers are picked up on time
- Collect weight tickets and receipts from haulers
- Complete and submit post-event worksheet
- Review what procedures did and did not work
- Evaluate results
- Write-up recommendations for next event
- Publicize results

Consider these things before you select recycling and compostable collection containers:

Will the container fit in with others both aesthetically and physically?

Is the container easy to use and will it encourage recycling? Is it easily identified?

If event is outside, will it stand up to wind, rain, high heat or other environmental factors?

Is the container subject to vandalism or theft of recyclables?

Can the containers be collected by custodial staff easily? Will it be too heavy to be lifted easily when full?