

Successful Event Recycling



1. **Select a Recycling Coordinator**

This person is responsible for:

Project over-sight

Volunteer organization

Selection of waste hauler/recycling company

Education of vendors, staff, and public of the program

2. **Determine the Waste Stream**

What will be served at the event?

What other waste will be generated?

Plastics (bottled water, pop bottles)

Aluminum (pop cans)

Paper (program)

Cardboard (from concessionaires)

3. **Select a Waste Hauler/Recycler**

Check with your current waste hauler to see if they will haul the recycling.

If not, consider using your own staff or contracting with a hauler.

Once you determine who will be hauling the recyclables, communicate your needs to the hauler (i.e.: pick up schedule & location, are they on call, do they charge, do they provide containers).

4. **Inform**

Meet with event staff, volunteers, and concessionaires to explain the program

a. Location of recycling receptacles

b. Materials to be recycled

c. Who will empty bins

d. Where collected items should be staged until the hauler picks them up

5. **Set Up**

Place recycling bins next to garbage cans to provide options.

Ensure that recycling bins look extremely different than garbage cans and are clearly labeled.

Ensure that both garbage cans and recycling bins are continually emptied so materials are placed in the proper bin. If garbage cans are overflowing, waste will end up in the recycling bin and visa versa.

6. **Educate**

Ensure that the public is aware of the program. Encourage them to utilize it by:

- a. Posting signs
- b. Making announcements over a loud speaker

Remind the public WHY, WHERE, and WHAT to recycle.

7. **Evaluate**

Compare total recycling weights to waste weights by getting the information from the haulers.

Determine what changes could be made at the next event to be more successful.



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