



Sample Event Waste Management Plan

Goal

For the event to be a showcase of how waste may be managed in an environmentally responsible manner, reducing and recycling as many materials as is economically and logistically feasible.

Program Management

The waste management plan will be implemented by the event’s waste management committee. The committee consists of X number of people who are each responsible for a component of the plan. There will also be an overall Waste manager. All members and their responsibilities are listed below. The committee will meet weekly to ensure the plan is being implemented to its fullest.

Targeted Waste

Our targeted waste applies to both the vendors and attendees of the event. Recycling guidelines will apply to both the vendors and attendees of the event, and composting efforts will focus on the collection of pre and post-consumer food scraps.

Reduce

All food provided by vendors must be served in either recyclable containers and packaging.

Recycle and Compost

CSWD mandatory recyclables including:	Food Scraps including:	Soiled and non-recyclable paper including:
metal cans aluminum foil & pie plates glass bottles & jars plastics #1-7 including plastic bottles, dairy tubs and yogurt containers newspaper white & colored paper paperback books magazines & catalogs corrugated cardboard boxboard including 6- pack and 12-pack soda and beer carriers paper bags non-spiral phone books	Table scraps Fruits and vegetables Bread, rice and pasta Meat, fish, and bones Shellfish Egg shells Dairy products Salad dressings & sauces Coffee grounds and filters Tea bags	Paper napkins, towels, and tissues Paper plates and cups (no plastic-coated) Wax paper Oily pizza boxes Wet or soiled newspaper and paper bags

Collection and Hauling System

{Insert name} hauling company will provide garbage, recycling and composting collection services. The containers will be dropped off a few days before the vendors begin setting up so there is capacity for the collection of their set-up materials.

Vendor Area

An equal number of garbage dumpsters and recycling dumpsters will be placed in centralized locations throughout the vendor area. Each dumpster will be clearly labeled “trash only” and “recyclables only.”

Compost totes will be set up in centralized locations throughout the vendor area(s) for the composting of food scraps and non-recyclable paper and soiled paper.

Public Area

Both garbage cans and recycling cans will be placed side-by-side throughout the event grounds. Composting containers will be placed next to recycling and garbage containers in the areas where large quantities of food are consumed and served. All containers will be clearly labeled with “trash only,” “recyclables only,” and “compost only.”

Materials/Supplies

XX trash dumpsters

XX recycling dumpsters

XX compost totes

Labels (for garbage, recycling and composting)

Clear plastic bags

Educational posters on what is recyclable and what is compostable

Labor

Event Organizers (Waste Management Committee)

- Secure collection service for the event
- Map out where all the garbage, recycling and composting containers should go for both the vendor and public areas
- Track amounts of trash, recyclables and compost generated

Waste Management Committee or Volunteers

- Place recycling and composting bins around the event grounds (making sure they are side-by-side with trash cans)
- Make sure all containers are clearly labeled
- Hang educational posters about recycling and composting in visible areas

Marketing and Communications

- Add a special note in letter to vendor about event’s recycling and composting program
- Advertise in event promotional materials that recycling and composting