



Managing Waste at Your Event



Effective waste management contributes to the success of any event. A good plan includes recycling, waste reduction systems and education tools. The following steps and check list are a good way to start putting an effective action plan in place.

5 Simple Steps To Effective Waste Management

1. Getting Commitment & Improving On Last Year

- Set goals and create an action plan in consultation with all your key stakeholders
- Promote your expectations to patrons

2. Talking To Your Contractors About Setting Up Bin Systems That Work

- Systems for front and back of house
- Consistent signage
- Bin placement plan
- Equipment management

3. Talking To Your Traders

- Appropriate packaging identified and it matches the waste/recycling system
- Stallholders understand and comply with requirements

4. Promoting Your Systems With Patrons

- Patrons understand the environmental benefits of bin systems and how to use them
- Education and promotion program

5. Learning To Make Improvements

- Evaluate and assess your waste system
- Create a simple report with recommendations

Contact your local council to book the Waste Trailer



Bins stations include both Rubbish and Recycling Receptacles



Ensure your patrons are well informed of the bin system by using clear signage



EVENT WASTE MANAGEMENT CHECK LIST:

Pre-Event:	
Submit relevant paperwork including 'Insurance Certificate of Currency' to council	<input type="radio"/>
Communicate with waste contractor to ensure all recyclables collected are taken to a recycling facility from event	<input type="radio"/>
Book Mobile Garbage Bins (MGB) and caps, and arrange pickup from your Council Depot	<input type="radio"/>
Book 'back of house' equipment (skips, bales, cages etc) if necessary	<input type="radio"/>
Advise all maintenance/cleaning staff involved with the event of recycling arrangements	<input type="radio"/>
Develop a site map identifying bin locations (ensure that recycling bins always have a rubbish bin beside them and place bins 2-15metres apart and are always clearly signed with appropriate caps Yellow=Recycling, Red=Rubbish)	<input type="radio"/>
Bins should always be placed side by side (never back to back) and be placed in accessible points that coincide with the movement of people in peak periods (Check itinerary as bins may need to be re-located throughout the day.)	<input type="radio"/>
Communicate with stallholders, sponsors and suppliers to ensure materials and packaging is minimal and/or recyclable	<input type="radio"/>
During Event	
Ensure there is clear signage on bins and corresponding education material providing information on what goes in which bin	<input type="radio"/>
Maintain and empty bins as required during the event	<input type="radio"/>
Clean bin caps as necessary	<input type="radio"/>
Maintain a litter free environment	<input type="radio"/>
Maintain the 'back of house' equipment (ensuring all skips are clearly signed) and kept litter free	<input type="radio"/>
Ensure that each waste stream (rubbish, recycling and cardboard) is kept separate and removed by appropriate collector	<input type="radio"/>
Post Event	
Ensure any remaining recyclables and rubbish are collected	<input type="radio"/>
Collect and return Mobile Garbage Bins (MGB's) and bin caps as arranged. Ensure bins are placed backwards in trailer.	<input type="radio"/>
Clean up site	<input type="radio"/>
Assess and Evaluate your plan in a short report for next years event	<input type="radio"/>