

Large SPECIAL EVENT RECYCLE PLANS

This is a sample special event recycle plan. Please use it as a sample and insert your own information or that of the waste hauler. Certain sections colored green are our suggestions or comments. Your application must be reviewed and approved prior to special event application submission to the City Managers office.

The Event must decide

- Do we require every individual booth to have their own recycle facilities that the event will monitor or;
- Do we have a central event recycle system?
- Is the event so large that alternatives to recycling should be considered (i.e. sell drinks in refillable cups or mugs, serve food in reusable dishes/cutlery
- Do we outsource solid waste service to an outside organization?
- Do we outsource recycling to an outside organization?
- Do we have enough volunteers that will show up for the event and clean up after?
- Will I write the recycling requirements into the booth contracts?
- When will I start education booth owners and volunteers about the recycling plan?
- Will I have a chart of job duties for each of the members of the recycle team so everyone knows exactly what they need to do?
- What type of event you want – something that remains clean and tidy throughout or
- that people are free to make a mess and others will cleanup after.
- Will it be a zero waste event, or near zero?
- Do we want a carbon neutral event?

Organization Recycle Coordinator will:

- Educate and/or train recycling staff, vendors, attendees, and participants of event policies;
- Coordinate the lease of recycle bins and the pick up of recyclables;
- Report the volume recycled to the City of Key West recycle coordinator;
- Ensure food waste containers are adjacent to recycle bins;
- Stage a volunteer to ensure no comingling of recyclables and trash;
- Locate public recycling areas with trash receptacles near vendors, bathrooms, and at event entrances and exits.
- Place signs by recycling containers letting the public know about the recycling bins
- Arrange for staff to periodically check the recycling bins to make sure there is no overflow or non-recyclables; and
- Arrange for Vendors to have recycle bins in all booths for their own waste.

Zero or Low Waste event

- Use double-sided printing for promotional materials and handouts.
- Avoid mass distribution of handouts by distributing electronic copies of key materials, handing out USB's loaded with the materials, or allowing attendees to order hard copies only if they want them.
- Encourage attendees to recycle with visible signs, written announcements, and in opening remarks.
- Instead of bottled water, use pitchers of water or water stations. Serve beverages in reusable glassware.

- Purchase condiments in bulk quantities, rather than single-serve packets.
- Request minimal packaging on all food products.
- Donate excess food to charitable organizations or allow attendees to take extra servings home with them.
- Compost food and food-contaminated paper waste.
- Be sure catering staff is trained to implement environmental procedures.
- Choose products that use little or no packaging or packaging that contains recycled or reused materials.
- Encourage participants to follow the green event example at other events and in their daily lives.
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Minimum City Requirements:

1. Recycle Bins must be within 50 feet of all drink/drink sales locations; must be immediately adjacent to trash pail;
2. Recycle Bins will be place behind each drink or sales location so organization recycles empties;
3. Delivery of recyclables to the recycle center shall be by the event or by waste management or other licensed vendor
4. Place recycle bins throughout the event area whether or not drinks are sold at the event, alongside each trash pail.
5. Cardboard from event vendors/organizers must be recycled. Vendors produce most of the cardboard discarded at special events. Generally, cardboard collection points do not need to be located at public recycling stations. Locate them behind the scenes. Make sure cardboard is tied together and brought to the recycle center.
6. Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. Use containers that are clearly

marked and noticeable. This will help reduce the time organizers need to spend sorting out trash from recycle bins.

SAMPLE PLAN:

Special Event Recycle Plan:

Fantasy Week
(Name of Event)

December 1-10, 2009
Date/s and time of events

Recycle Coordinator:
Jaime Baswell

Pocahontas Events _____ John Smith _____
(Organization) (Organizations recycle coordinator - paid or volunteer)

Recycle Coordinator Phone number 305-896-8546

Event organizer chair phone number 305-896-8749

Cell phone for use during event: 305-896-8546

Report recycles tonnage to City on December 21st, 2009
(Date)

Note: Lack of a properly implemented plan for this event may affect the applicants request for future events.

Description of Event:

This is a 10 day event throughout the city for the December holidays. There will be 300 vendors and 40,000 visitors. 100 vendors will sell food. Either in hotels, other venues or at street fair booths

Group Vision:

A fun-filled event where adults are free to roam and relax. The events will range from high end fundraisers in hotels to a noisy street fair and parade. We expect to have a low waste/zero waste events at hotels and a trial Low Zero/Low waste section of the street fair. During the parade it is too busy for volunteers to sort through trash to ensure recyclables are separated properly and clean so behind the scenes recycling will take place.

Recycle Coordinator will:

- Educate recycling volunteers and paid workers on the vision and the city's recyclables three weeks before the event.
- Write into vendor and venue contracts that each vendor must recycle.
- Send notices to all vendors with the recycle rules with suggestions on how to comply 4 weeks before the event.
- Obtain a paid staff member to bring all used frying oil to the high school bio diesel class 2 weeks before. Meet with the teacher and volunteer at his leisure to make sure we do collection and drop off properly.
- Receive recycle signs 3 weeks before event
- Will write recycle remarks for all emcee's to make at every event
- Will write recycle remarks for all major speakers to make at every event
- Will work with Hotels to leave notices in every room that states the festival is Greening itself and to always consider recycling and proper use of trash pails.
- Lease of recycle bins and the pick up of recyclables with waste mgmt 8 weeks prior to event.
- Work with City Community Services Director to work on Clean up schedule and possible waste reduction strategies
- Will call WM one week prior to event and meet them at each site the night before to make sure all containers are at the event the night before. I will order the type of container that has a small round hole on the top or side.
- The day of the each smaller event make sure there is a recycle bin next to every trash pail. The day of the parade have all temporary recycle bins removed from the parade route and placed on side streets
- For each event on the day of the event I will stage two recycle volunteers/or paid workers to ensure no comingling of recyclables and trash. Each will wander the events and separate out contaminates from the recycle bins.

- Locate public recycling as one enter the rest rooms, at each walkway exiting the event, every 50 feet in a perimeter of the vendors
- Place signs by recycling containers letting the public know only soda cans and bottles are to be placed in bins (no paper waste) [this is because most people do not remember that the paper plates and napkins have to be clean so too many mustard covered plates end up in the recycle containers
- Arrange for volunteers to periodically check the recycling bins and make sure there is no overflow - extra containers will be kept on the side in case of overflow.
- The first morning of every event I will inspect every vendor's recycling containers and ask them their policy.
- The morning of the event I will show every vendor where they need to drop off cardboard and clean paper recyclables, and waste oil.
- I will wait for WM after the event to make sure they pick up properly.
- I will Report the volume recycled to the City of Key West Recycle Coordinator;
- I will report my lessons learned to the city recycle coordinator so other groups may be helped by your experience.

Zero-Waste Block

The event will have a zero waste block with educational components to act as a power of example to the community and to see how well it will go over as a whole event. Each vendor will have to be "Green" in product or disposal and waste reduction/minimization. The event will have food vendors that use low waste methods so there is little wrapping to throw away. Material that can be composted will be.

- Paper napkins and hot dog sleeves etc. will be used but they will be thrown in the compost trash pail not recycle bin.
- Paper plates will be used for food, not Styrofoam.
- No throw-away drink cups will be used. We will purchase heavy plastic cups with logos on it as keepsakes for party goers to be sold with drinks at one cost and refills will be discounted.
- Chips will be in bulk and placed on the plates so as not to have extra packaging.

- Bulk ketchup, mustard, and relish will be presented.
- Propane gas grill for cooking will be used.
- Signs to describe what go in recycling bin and what goes in compost bin and what goes in trash bin will be in 3 languages, and will have pictures for little kids.

- Soda will be poured from 2 liter bottles or machines rather than cans.
- Leftover lettuce and tomatoes and onions will be placed in composter
- The only waste to go in the trash will be non recyclables.
- All goods sold will be handed to people in a reusable non plastic bags at a fee, or without bags. Each vendor will have a \$1.50 bag made from recycled material with our event logos to be used as keep sakes. Paper bags will be sold at \$0.30 and \$0.50.