

SAMPLE SMALL SPECIAL EVENT RECYCLE PLAN

Special Event Recycle Plan

**Tropic Cinema - Third Annual Oscar Gala Party
Sunday Feb. 24, 2008 6:00 PM to Midnight**

Recycle Coordinator: R G.

Recycle Coordinator will:

- Educate and/or training 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 (Annalise Mannix 809-3747);
- Ensure food waste containers are adjacent to recycle bins;
- Stage a volunteer to ensure comingling of recyclables and trash; and
- Locate public recycling areas with trash receptacles near vendors, bathrooms, and at event entrances and exits.

Minimum City Requirements:

1. Recycle Bins for cans and bottles within 50 feet of all drink/drink sales locations;

We will have two bars therefore we will have a minimum of 3 recycle bins; one in between the bars and one on either end.

2. Recycle Bins for cans and bottles will be place behind each drink or sales location

We will have to have 2 recycle bins – one at the coke trailer and one behind bar.

3. Delivery of recyclables to the recycle center shall be by the event or by waste management or other licensed vendor

Tropic will task Waste Management to pick up recyclables.

4. Place recycle bins throughout the event area whether or not drinks are sold at the event.

The Tropic may need one additional bin when the event's diagrammatic sketch is completed.

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.

Card board will be recycled in the normal recycling pick up for the Cinema. Will educate the servers to break down boxes and place in the appropriate bins.

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.

Recycle bins will be clearly marked "Recyclables".