

# **MEDIUM 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.

Note: Lack of a properly implemented plan for this event may affect the applicants request for future events, and fee may be charged if recycling not handled appropriately.

## **The Event must decide**

- Do we require every individual booth to have their own recycle facilities that the event will monitor or;
- Have a central event recycle system.
  
- Do we outsource solid waste services to an outside organization?
- Do we outsource recycling to an outside organization?
- Will alternatives to recycling be considered (i.e. sell drinks in refillable cups or mugs, serve food in reusable dishes/cutlery)
- Do we have enough volunteers that will show up for the event and clean up after?
- Will the event write the recycling requirements into the booth contracts?
- When the event start education of booth owners and volunteers about the recycling plans.
- Will the recycle coordinator 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 does the group want – something that remains clean and tidy throughout or
- That people are free to make a mess and others will cleanup after.

### **The job of the event Recycle Coordinator will need to include:**

- 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 Recycle Coordinator;
- Ensure food waste containers are adjacent to recycle bins;
- Stage a volunteer to ensure no comingling of recyclables and trash; and
- 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.
- 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 or CD'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.

### **Minimum City Requirements:**

1. Recycle Bins for cans and bottles within 50 feet of all drink/drink sales locations; must be immediately adjacent to trash pail;
2. Recycle Bins for cans and bottles 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:**

Christmas in the Park  
(Name of Event)

December 14-15, 2009 10 AM-5 PM  
Date/s and time of events

Recycle Coordinator:  
Jaime Baswell

Westley House      John Smith  
(Organization)      (Organization's 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 21<sup>st</sup>, 2009  
(Date)

#### Description of Event:

This is a one day event in Bay view Park for the December holidays. There will be 30 vendors and 700 visitors. 15 vendors will sell food. The east side of the park will be used.

#### Group Vision:

A fun-filled event where children are safe to roam and parents are not over stressed by costs of rides and activities. The park will be kept clean throughout to allow for a good example for children. We do not expect to have a low waste/zero waste event except at the city's hot dog/hamburger booth. [Note: a low waste event will not have individual ketchup packets or use Styrofoam. etc.]

#### *Recycle Coordinator will:*

- Educate recycling volunteers on the vision and the city's recyclables one week before the event.

Send notices to all vendors of the recycle rules with suggestions on how to comply 4 weeks before the event.

Obtain a volunteer to bring all used frying oil to the high school bio diesel class 2 weeks before. I will meet with his teacher and volunteer at his to make sure we do collection and drop off properly.

Select/makes recycle signs 3 weeks before event

Will write recycle remarks for the opening speaker to make

Will write recycle remarks for the DJ to make throughout event

Lease of recycle bins and the pick up of recyclables with waste mgmt 4 weeks prior to event.

Will call WM one day prior to event and meet them at park the night before to make sure all containers are at the park. I will order the type of container that has a small round hole on the top or side.

The day of the event make sure there is a recycle bin next to every trash pail

The day of the event I will stage two recycle volunteers to ensure no comingling of recyclables and trash. Each will wonder the park and separate out contaminate from the recycle can.

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 musters covered plates end up in the recycle containers

Arrange for volunteers to periodically check the recycling bins and rash to make sure there is no overflow - extra containers will be kept on the side in case this happens.

The morning of the event I will inspect every vendor recycling containers and ask then their policy.

The morning of the event I will show every vendor where they need to drop off card board and clean paper recyclables.

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 Burger booth**

- The City will have a zero waste burger booth with educational components to act as a power of example to the community. The city was ordering burgers in mass so there is little wrapping to throw away.
- The burgers and dogs will come in cardboard boxes which will be used for compost when done.
- Paper napkins and hot dog sleeves will be used but they will be thrown in the compost trash pail.
- Paper plates will be used for hamburgers.
- 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 rather than cans, Paper cups will be used that will go in the compost bin.
- Leftover lettuce and tomatoes and onions will be placed in composter
- The only waste to go in the trash will be the large chip bags , the plastic bag surrounding the meat in the composted box and the food scraps of hot dogs and hamburger that are not eaten.
- Seating and table will be set up so people stay near the educational material and compost bin. This will be a more effective educational plan and help ensure the correct disposal containers are used.