

SMALL 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 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 SMALL SPECIAL EVENT RECYCLE PLAN

Special Event Recycle Plan

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

Recycle Coordinator: R. Goya

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 and report volume.

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".