

Event Waste Plan

Event name:		Event date:	
Contact person:			
Phone number:			
Email address:			
Type of event:	<input type="checkbox"/> Sport <input type="checkbox"/> Music concert/festival <input type="checkbox"/> Street Parade <input type="checkbox"/> Other		
Expected numbers:	Visitors:	Vendors:	
Type of vendors:	<input type="checkbox"/> Drinks <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Information <input type="checkbox"/> First Aid		

1) Estimate the types of waste the event will create. What will go to landfill and what can be cleaned and separated for re-use or recycling? Use blank paper to assess for any additional waste types.

Type of waste	Can it be reused Y - N	Can it be recycled Y - N	If Yes – How?	If No – how will it be disposed
Food waste (composted)				
General Waste				
Cardboard boxes				
Glass bottles				
Plastic bottles				
Aluminium cans				
Paper				
Paper cups				
Coffee cups				
Plastic food containers				
Plastic cutlery, straws				
Other				

2) How will you minimise the amount of waste that goes to landfill? What different types of waste will you separate?

e.g.

- Use of Compostable plates and cutlery (including proper disposal of this waste stream post-event);
- Use of recyclable plastic cups (PET or type 1-7 plastics)
- Food waste to be composted or sent to local pig farms
- Ban use of plastic bags, balloons, glow sticks, polystyrene straws etc.)

3) Calculate how many waste bins will be required:

A rule of thumb for waste generation at events is one litre per person per meal. However, this will vary with the type of event - a food and wine event may generate more waste than another type of event so the waste generated per person is often higher.

For example, if you estimate that you will have 3,000 people at your event, which will run over one meal time. The formula to calculate the approximate waste generation would be as follows:

<i>3,000 x 1 meal time</i>	<i>= 3,000 litres of estimated waste</i>	<i>Divide 3,000 by 240 (a standard wheelie bin is 240 litres)</i>
<i>Total = 12.5. So you will need either 12 or 13 240L bins in order to provide adequate waste disposal during the event.</i>		

4) Detail below what type and how many bins you will provide:

Each bin station should have 3 bins (2 recycling with 1 garbage in between) so for this example above, you will need approximately 4 bin stations.

Type of bins	Size of bins	Number of bins
Recycling bins		
Waste bins/receptacles		
Organic waste bins		
Skips		
Other		

5) *How will you deal with litter?*

e.g. volunteers/staff walking around collecting litter, signage for the public, availability of bins/skips.

6) *How will you separate the waste types effectively?*

(e.g. separate bins for glass and plastics, signage, information, announcements etc.)

7) *How will you store, collect and transport waste to the drop-off point? Where will it go?*

e.g. X amount of skips bins and X amount of recycling bins will be located on site and collected daily. On-site sorting or mixed transportation for sorting at waste disposal facility.

Post-event report

If 1,000 or more people are expected attend, you will also need to complete the two questions below and submit these to Council after the event:

- 1) *Summarise how successful your waste plan was? What parts worked and what didn't? What were the problems, if any? Did you learn anything that may be useful to other event organisers? Use blank paper if required for additional waste types.*

- 2) *Estimate the types and amounts of waste the event created. What went to landfill and what was separated for re-use or recycling?*

Type of waste	Amount (volume or weight – please specify)	Did it go to landfill, reused or recycled? Where did it go?
Food waste (composted)		
General Waste		
Cardboard boxes		
Glass bottles		
Plastic bottles		
Aluminium cans		
Paper		
Paper cups		
Coffee cups		
Plastic food containers		
Plastic cutlery, straws		
Other		