Event Waste Management Plan Template

Events can generate a high volume of waste, but this does not have to be the case. Careful planning can avoid much of the unnecessary waste generated and minimise litter by adopting good waste management practices.

Tips to managing waste at your event

Before Your Event

• Communicate with all the people organising the event to make sure they understand why minimising waste is important.

• Set a waste goal for your event, e.g. to have no waste to landfill, or to compost all food waste.

• Discuss ideas and involve others in plans for how to minimise waste from your event as early as possible in planning your event. Stallholders

• Choose vendors and stallholders that will commit to meet your event expectations (through terms and conditions).

• Talk to your stallholders and other event service providers in the planning phase of the event about their role in helping to reduce waste.

• Provide all stallholders with a copy of Council’s Sustainable Events Guidelines.

Bin Stations

• Order equal numbers of clearly labelled waste bins and recycling bins.

• Pair one waste bin and one recycling bin (+ organics if required) to make a bin station.

• Place bin stations at entry and exit points, food/beverage areas, high usage locations and ‘back of house’ for vendors use.

• Provide clear signage at bin locations, showing what items go in each bin. Promote Actions

• Brief event staff and volunteers on the recycling and waste arrangements on the day of the event. If resources permit, use volunteers as bin monitors.

• Provide information to the public prior to the event to bring reusable items, e.g. water bottles, plates and utensils.

• Provide clear signage to ensure good source separation and limit contamination.

After Your Event

• Discuss with event organisers and stallholders what worked and what could have been done better, e.g. was the amount of waste what was expected?

**The Waste Management Plan**

Event Details

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| **Name of event** |  |
| **Location** |  |
| **Event Date/s** |  |
| **Event Duration (times)** |  |
| **Event Type** |  |
| **Approx. no. of people expected** |  |
| **No. of food stalls** |  |
| **No. of other stalls** |  |

Waste Profile

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| **Materials expected at the 3 stages of an Event:**  a. During ‘Bump-in’  b. At Event  c. During ‘Bump-out’ | List the type of waste that will be generated including some key specific items. Example provided below.   1. General waste, comingled recycling   • Cable ties, cardboard, soft plastic   1. General waste, comingled recycling, paper/cardboard, organics, container deposit   • Food waste, compostable packaging (cups, plates, cutlery)  • Cigarette butt litter  • Waste brought into the event: picnics, snacks c. General waste, comingled recycling  • Signage - corflute signs |  |

Bin Infrastructure

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| What waste streams are to be collected? | General Waste?  Recycling?  Organics?  Cardboard?  Container deposit? |
| Bin types/sizes, for example:  1 x 3m General Waste Skip  1 x 3m Recycling Skip  2 x 240L General Waste Bins  2 x 240L Recycling Bins  1 x 240L Organics Bin |  |
| To calculate how many bins you require, a rule of thumb is one litre per person per meal. For example, you estimate that you will have 1000 attendees, which will run over two mealtimes:  • 1000 people x 2 mealtimes = 2,000 litres  • Divide 2000 by 240L (a standard wheelie bin size) = 8  • You will need 8 bin stations Note: If you empty bins over the day of the event you will require less bin stations. |  |
| Where will the bin stations be located across the site?  Identify bin stations on site map including where the bins be delivered and collected, collection vehicle’s access. |  |

Waste Strategy

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| **What actions will be taken to reduce contamination of recycling bins and food / organics bins?**  *e.g. waste signage, use of volunteers as ‘bin monitors’, waste audit, roving performers, etc*. |  |
| **What actions will be taken to avoid single-use plastic waste?**  *i.e. Include in vendor terms and conditions that no single-use plastics to be used.* |  |
| **How frequently will the bins be serviced/emptied during the event?**  *i.e. number of times bins collected per day/night* |  |
| **Provide information on the management of the bins throughout the event to avoid bins overflowing and wind-blown rubbish.**  *e.g. staff, roster, where the waste will be stored prior to collection, etc.* |  |
| **Provide information on each waste contractor, the facilities where the three separate waste streams will be going for processing, and what each bin can accept based on the recycling processor and the organics processor – provide company names.**  Note: May be separate contractors for each stream or the same. |  |
| **What other waste facilities are required (liquids/ greywater)? How will greywater and oils will be managed?**  *e.g. greywater collection tank will be supplied* |  |
| **What litter management actions will be taken?** *e.g. litter volunteers, roving litter entertainers cleaning staff, etc.* |  |
| **How will the event waste management be communicated to stallholders/volunteers/ attendees?** |  |
| **What other waste strategies are to be implemented?**  *e.g. incentives to reduce waste, dishwashing station promotion of BYO reusable cutlery* |  |

Evaluation (Event team use post event)

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| **Calculate how much waste was created for the event**  *e.g. 3.5 x full 240 litre bins waste to landfill; 5 x full 120 litre bins Recycling* |  |
| **Complete a Waste Management Report including:**  • Waste data  • What worked (and what didn’t)  • If recurring event, identify areas for improvements |  |