

Waste & Recycling Plan Template

for Community Hosted Festival or Special Event

A Waste & Recycling Plan will help organizers plan for their event and assess its success in order to plan for future years. It is the responsibility of Community Festival Organizers to leave the park or site in the same condition as it was found in, so that the park or site will be welcoming for residents post-event. All waste, refundable materials, recyclable materials, and organics should be collected, sorted, and removed from site.

You can complete this form to help with planning and also submit it with your Special Event Application.

Event Information

Event Name	
Event Date	
Event Location	
Est. Attendance	
Event Start/ End Times	
Est. # of Food Vendors	
Est. # of Vendors	

Waste & Recycling Plan

- 1) Waste/recycling bins will be provided by: _____
- 2) Contact info for Company: _____
- 3) Organizers are responsible for waste/recycling unit drop-offs and pick-ups.
 - a. Drop off Date/Time: _____
 - b. Pick up Date/Time: _____

	Already on site	Renting co. / # of bins
# of garbage cans		
# of recycling stations		

Things To Do

Status	Task
	Communicate your plan on posters, marketing materials, and with sponsors and vendors
	Draft a procedure outlining safe practices for volunteers
	Develop a schedule detailing # of volunteers required and reasonable shifts
	Communicate with food vendors about site requirements and their responsibilities – try to get them involved and helping out
	Recyclable items are worth money, determine ahead of time how to best use this resource
	Identify where on site recycling/returnable can be sorted (provide tarps if inside any facility)
	Ensure there is a suitable way for volunteers to move garbage or recyclables (dollie, truck, wagon, etc.)
	Recruit volunteers who care about the environment or are committed to the event
	Rent or buy gloves, tongs, bags, and any additional supplies you may need
	Provide orientation for volunteers, in advance if possible, or on event day prior to shift
	Determine who will supervise volunteers during event
	Include volunteers in post-event evaluation of the Waste & Recycling Plan
	Include volunteers in wrap up celebrations
	Follow up and celebrate your successes