




Waste Wise Management Plan for Special Events

Further information, tools and support are available at www.northeastwasteforum.org.au under 'Waste Wise Events', where you see this symbol 

1. EVENT DETAILS			
Name of Event			
Date	From:	To:	
Time	From:	To:	
Venue			
Organisation Staging Event			
Anticipated Crowd Size			
Event Activities			
Existing Facilities (toilets, bins, shed etc)			
Number of participating Stallholders	Food:	Drinks:	Other

2. CONTACT LIST		
Name	Role/Position	Phone
	Event Organiser	
	Waste Manager	

3. STALLHOLDER WASTE			
Expected Waste	Suggested strategy to recover recycling	Commit to recover (circle)	
		YES	NO
Cardboard boxes	Cardboard skip	YES	NO
Aluminium cans	Co-mingled recycling 240L Bin	YES	NO
Paper cups	Co-mingled recycling 240L Bin	YES	NO
Milk containers (plastic and paper)	Co-mingled recycling 240L Bin	YES	NO
Glass bottles	Co-mingled recycling 240L Bin	YES	NO
Plastic bottles	Co-mingled recycling 240L Bin	YES	NO
Steel cans	Co-mingled recycling 240L Bin	YES	NO
Food scraps	Organics bin	YES	NO
Biodegradable food ware (plates, bowls, cutlery)	Organics bin	YES	NO
Used Cooking Oil	Drum with screw lid	YES	NO

4. PACKAGING	
What packaging initiatives will the event take to reduce waste to landfill (tick)	
<input type="checkbox"/>	Recyclable plastics only (check with your council)
<input type="checkbox"/>	No plastic bags
<input type="checkbox"/>	No poppers (generally non-recyclable)
<input type="checkbox"/>	No Polystyrene (generally non-recyclable)
<input type="checkbox"/>	Bio-degradable food ware (plates, bowls, cutlery)
Others _____	

5. BIN STATIONS (RECYCLING BINS, WASTE BINS and SKIPS)	
How many Bin Stations are required for public use? Byron Shire Council has signed recycling & waste event bins for community use. ♣	
What bins are required for stallholder waste?	
When will bins be delivered?	
How will equipment be secured?	
When will bins be emptied and removed?	
Highlight bin stations on event site map and distribute to stallholders? ♣	

6. PROMOTIONAL ACTIVITIES			
Action	Date/Time	Who	Done (tick)
Letter to Stallholder / Stallholder Guidelines outlining packaging requirements and recycling facilities available ♣			
Include Waste Wise message on all printed media including posters, fliers, web, event program ♣			
Write media release and issue to local media ♣			
Arrange council event bins which are provided with bin signage. Ask council for additional signage for skips if required.			
Arrange for council Waste Wise Event banner			
Prepare script announcement for PA ♣			
Ask local council to promote recycling at the event by booking the Greenhouse Performance Trailer			

7. WASTE MANAGEMENT SET UP ON THE DAY OF THE EVENT			
Action	Date/Time	Who	Done (tick)
Attach signage to skips and/or bins (if required)			

Position bins according to the bin site plan. Bin stations should include one recycling and one waste bin.			
Monitor stallholders as they set up. Ensure they are aware of recycling locations and that their packaging complies with the event packaging guidelines.			
Install banners and other signage.			

8. WASTE MANAGEMENT DURING THE EVENT			
Action	Date/Time	Who	Done (tick)
Monitor bin stations... empty or remove bins when full and ensure bins stay together in their stations			
Ensure recycling messages are announced regularly on the PA			

9. WASTE MANAGEMENT AFTER THE EVENT			
Action	Date/Time	Who	Done (tick)
Collect bins and empty into skips (if required)			
Continue to monitor stallholders as they pack up			
Site clean up			
Thanking the waste team			
Monitoring contamination ♦			
Write media release to promote recycling results			
Complete Waste Management Evaluation Form and return to Council. ♦			

OFFICE USE ONLY

10. COUNCIL APPROVAL			
Waste Officer			
Contact ph		Mobile	
Waste Plan Approval Granted		Date	

The NSW Government has also produced a Waste Wise Event Toolkit at:
http://www.environment.nsw.gov.au/warr/WWE_Home.htm