



# **Event Recycling Planning**

**(712) 328-4985** [www.cbrecycles.com](http://www.cbrecycles.com)

## **Purpose**

The purpose of this guide is to help engage groups and individuals in taking greater responsibility in improving their environment in public settings. This guide is intended to help organizations reduce the amount of waste and litter generated at community events and to recover recyclable materials from the waste stream.

Whether you are hosting a family picnic, neighborhood block party or community event, the Council Bluffs Recycling Center and Keep Council Bluffs Beautiful can help you reduce waste and make your event environmentally friendly.

Our event recycling guide provides information and tools to educate and empower coordinators, sponsors, volunteers and attendees about their role in keeping your event and our community clean.

## **Pre-Event Actions**

1. Communicate your recycling plan and goals to everyone involved.
2. Determine how you will measure success of recycling.

## **Promoting Your Green Event**

1. Promotional Ideas
  - Use pre-and post-event press releases and posters to feature the recycling program. Check out the sample press release we have to report results to the media at the conclusion of the event.
  - Announce reminders to recycle during the event over the P.A. system.
  - Utilize banners and signs to encourage recycling during the event.
  - Include information about recycling in publications, programs, ads, etc.
2. Invite patrons to share their pictures or take your own pictures. Report your success, and submit these items to local papers to build recognition for your organization and its recycling program.
3. Invite the appropriate press so they can support you and your green event.
  - This will also help encourage others to green their events.
  - This will get you good coverage and hopefully increase attendance for future events.

## **Logistics Planning**

1. Identify the length of your event.
  - The longer the event, the more bags you will need.
2. Identify what is being sold at your event (aluminum, plastic, bottles, cups, etc.).
3. Approximate the number of people expected to attend the event.

- Use the number from the previous year as a basis.
- 4. How many garbage cans will be on-site?
  - One Clear Stream container for each garbage can is the optimum number for your event.
- 5. When plotting out the areas, include where Clear Streams and other garbage units will be placed. Clear Streams should always be placed next to normal garbage units. This will eliminate litter and increase recycling at your event.
  - Make sure Clear Streams and garbage cans are located in visible, high traffic and appropriate areas.
  - Place these near food vendors and sporadically throughout the event.
- 6. Schedule a pick-up/drop-off time for the Clear Stream containers.
- 7. Train volunteers
  - Teach them to properly secure bags and attach lids to the frame.

### **During the Event**

1. Make sure volunteers are collecting and replacing bags when they are 2/3 full.
2. Keep the lids clean by wiping them down with rags as necessary.
3. Move units to heavy traffic areas if you notice problems from where they were originally placed.

### **Post Event Activities**

1. Move the remaining recyclable materials to where they will be sorted, and take down the Clear Streams.
2. Clean and check the frames and lids.
3. Repack the units and return them to storage.
4. Record the recyclables.
  - Keep track of the redemption amount (how many bottles and cans were redeemed).
  - Keep track of how many bags you used and have left.
  - Calculate the return on investment in man hours, reduced cost of trash disposal, value and volume of recyclables and the reduced litter cost.
5. Report your results
6. Recruit new volunteers. Events are a great place to recruit additional volunteers for next year.