

# POST-EVENT WASTE ANALYSIS REPORT



## Useful tips for getting the right data from your event:

- Decide if you are going to calculate weight or volume, or both, prior to event so you can plan how you are going to do it and build that into your Waste Free Waitaki Event Waste Minimisation Plan
- Decide at what point bins or bags are going to be weighed, measured so that all calculations are consistent, for example – will you weigh or measure bins or bags when 100% full? 75% full?
- Once you know when you will be weighing or measuring each bin/bag and at what % you can then use the following formula (total bin/bag weight or volume x % full when measured weighed x no. of bins/bags emptied of each waste stream)
- If you used a waste contractor to do waste minimisation for you, or supply bins, ask your contractor for the data – they should be able to provide you with weights for each waste stream removed.
- Consider conducting an audit. This means doing accurate measurements. You will need a set of scales and an allocated area to weigh all waste and categorize before disposal. When auditing, use protective gear such as gloves, overalls and masks. If you are setting up a waste sorting station as part of your event, then doing an audit is easy.

### 1. Event information

Event name	
Event date/time	
Organisation name	
Venue name and address	
Total number of attendees	

### 2. Waste information by type

Type	Amount kg	Amount litres
Co-mingled recycling		
Glass		
Organics		
Other (specify)		
General Waste		
<b>Total</b>		

### 3. Waste diversion from landfill

Event waste diversion target (%)	
Actual total waste diversion (%)	

#### 4. Post-event perceptions by event staff

Was any additional waste created at your event, which you weren't expecting? (eg. flyers, service ware)	Yes/No <i>If yes, please provide further details below.</i>	
Were your event attendees happy to use the waste station/s?		
Did event attendees find it easy to use the waste stations?		
Were there waste stations that collected more waste than the other ones? Reason why?		
How much litter was seen/collected from the rest of the event site		
What additional waste was created at the event? Eg. Flyers, unexpected service ware	(a) Landfill	
	(b) Co-mingled recycling	
	(c) Glass	
	(d) Compost	
	(e) Other	
Were any additional initiatives used to reduce waste?	Yes/no <i>If yes, please provide detail</i>	
Any improvements for waste minimisation planned for your next event?	Yes/no <i>If yes, please explain how this differed and why</i>	

#### 5. Feedback Any feedback gathered from event attendees? If yes, how was it gathered?

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