



EVENT WASTE MANAGEMENT AND MINIMISATION PLAN TEMPLATE

Event details

Event name	
Organisation name	
Event manager name	
Contact number	
Email	
Start date	
Start time (specify am or pm)	
End date	
End time (specify am or pm)	
Venue name	
Venue address	

Is your event indoors?

Yes No

Expected number of attendees each day	
Total number of attendees across the full duration of event (if different to above)	

Are you using an event waste management company to manage waste at your event?

- Yes, we are using _____
- No, we will be managing all event waste ourselves

Event waste assessment

What type of event is this?	
<input type="checkbox"/> Music	<input type="checkbox"/> Food
<input type="checkbox"/> Sports	<input type="checkbox"/> School
<input type="checkbox"/> Street festival	<input type="checkbox"/> Fair
<input type="checkbox"/> Other – please specify:	

What activities are planned for your event?	What kind of waste will this activity generate (see list below)
<input type="checkbox"/> Entertainment	
<input type="checkbox"/> Food and beverage stalls	
<input type="checkbox"/> Merchandising stalls	
<input type="checkbox"/> Workshops	
<input type="checkbox"/> Kids' activities	
<input type="checkbox"/> Other – please specify:	

Potential RECYCLABLE material your event may generate *If you tick any of these boxes you'll need to have co-mingled or separated recycling bins at your event*

Tip – you may want to have recycling washing facilities available too to ensure clean recycling

- Recyclable plastic numbers 1, 2 & 5
- Aluminium cans (soft drink, beer cans)
- Steel cans and tins (food cans)
- Glass bottles and jars (clear, brown and green)
- Soft plastics
- Tetrapaks
- Flattened and clean cardboard and paper
- Other – please specify:

Potential ORGANIC material your event may generate *If you tick any of these boxes you'll need to have organics bins at your event*

- Food scraps
- Compostable service ware

Potential REUSABLE material your event may generate

If you tick any of these boxes you'll need to have reuse pick-up and drop off stations, and washing/sterilising provisions at or after your event

- Cups
- Plates
- Cutlery
- Other – please specify:

Potential LANDFILL RUBBISH your event may generate

If you tick any of these boxes you'll need to have landfill/rubbish bins at your event

- Giveaways (eg. balloons, glowsticks, glitter, confetti)
- Non-recyclable plastics (numbers 3, 4, 6 & 7, polystyrene, plastic bags, coffee lids, some sauce bottles, plastic cutlery/plates, straws/skewers, plastics 1, 2 & 5 with food/drink residue)
- Non-recyclable/non-compostable packaging
- Other – please specify:

What is your target percentage (%) of waste that you would like your event to divert from landfill?	%
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What initiatives will you use to reduce waste to landfill and maximise reuse and recycling of resources?

- Vendor agreements specifying type of food and beverage containers
- Supplier agreements specifying type of packaging materials
- Water refill station
- Reusable service ware
- Monitored waste stations, either by volunteers or paid staff, to help attendees put items in the correct bin * *Note - this is a condition of hiring the Waste Free Waitaki Event Kit from Waitaki Resource Recovery Park*
- Waste sorting area
- Recycling washing facility
- Other – please specify:

Communications and signage

How will you communicate your Waste Free Waitaki waste minimisation goals?

<input type="checkbox"/> Pre-event publicity	<input type="checkbox"/> Advertising on tickets/posters
<input type="checkbox"/> Staff at waste stations	<input type="checkbox"/> Signage
<input type="checkbox"/> Social media	<input type="checkbox"/> Engagement with sponsors, stakeholders

Other – please specify:

What signage will you use around the bins/waste stations to generate the right event attendee behaviour, prevent contamination and spread the Waste Free Waitaki word?

- We will hire the Waste Free Waitaki Event Kit from Waitaki Resource Recovery Park
- We will make our own event-specific signs

Waste station set-up

Based on the materials you listed above, you can now identify what waste bins and service provision you need at your waste stations:

<input type="checkbox"/> Co-mingled recycling (paper, cardboard, tins, cans, plastic)	Separated recycling: <input type="checkbox"/> Paper and cardboard <input type="checkbox"/> Tins and cans <input type="checkbox"/> Plastics 1, 2, 5 <input type="checkbox"/> Soft plastics <input type="checkbox"/> Tetrapaks
<input type="checkbox"/> Co-mingled glass	Colour sorted glass: <input type="checkbox"/> Clear <input type="checkbox"/> Brown <input type="checkbox"/> Green
<input type="checkbox"/> Reusable serviceware <input type="checkbox"/> Reusable storage and/or wash facilities	<input type="checkbox"/> Food scraps and/or compostable packaging
<input type="checkbox"/> Rubbish	<input type="checkbox"/> Other – please specify:

How many waste stations will you have at your event?

Tip – read the “Creating a site plan” section to help work out how many waste stations you might want at your event.

Who will supply the bins for your waste stations?

- We will supply our own bins
- We will hire the Waste Free Waitaki Event Kit from WRRT
- We will hire bins from a waste management company
- Other – please specify:

How will these bins be emptied during the event?

<input type="checkbox"/> We will use bin liners and remove and replace	<input type="checkbox"/> We will swap out full bins for empty bins
How often will the rubbish/recycling/compost bins at your waste stations be cleared during your event?	
We will remove bin liners when they are _____% full	We will swap out bins when they are _____% full

I need a total of _____ bins for my event (no. of bins x no. of waste stations) or (no. of bins x no. of bin swap outs anticipated x no. of waste stations)

Tip – use this information to calculate volumes of waste generated and diverted when you evaluate or audit.

(% full bins/liners will be when emptied x amount of bin empties) or will give you overall volume.

You may also want to weigh waste to get weight of material created and diverted. You can do this by weighing bags on industrial scales or by a staff member holding each bin on scales – just remember to deduct the weight of the bin and person.

Where will reusable serviceware be available during the event?

- At the point of sale with vendor/stallholder
- At designated collection point(s) – please specify: Other – please specify:

How will reusable serviceware be collected after use?

Returned to vendor/stallholder Dropped off to waste stations Other – please specify:

When and how will reusable service ware be washed and sterilised for reuse? Please specify:

Other site waste considerations

Where will any divertible waste, rubbish or reuse material be stored, and sorted if required, at your event?

Please describe location and size of this area and if/how it will be cordoned off.
Tip – remember to include this information in your Event Health and Safety Plan too.

When will divertible waste or rubbish leave your event site?

Numerous times during the event
 At the completion of the event
 Other – please specify:

How will divertible waste or rubbish leave your site?

We have hired the Waste Free Waitaki Event Kit and arranged with WRRT to collect all divertible waste during or when event is finished
 We have hired the Waste Free Waitaki Event Kit and we will take divertible waste to WRRT during or when event is finished
 We have hired bins from a waste management company who will collect during or after the event
 We will drop our rubbish off to a collection facility after the event

- We have arranged for someone to collect organic waste during or after the event
- We will drop-off organic waste to a suitable processor during or after the event
- Other – please specify:

Tip – if divertible waste or rubbish is leaving your site during the event, make sure your site plan allows safe space for this to happen. And also make sure your site plan allows for ease of access to waste stations and storage/sorting areas before, during and after the event, as needed.

What provisions have you made for any organic material from your site?

- We are going to home compost our organic waste
- We have arranged for a farm or organisation to compost
- Other – please specify:

Please note – If you are supplying food scraps to someone for consumption by pigs you must follow the Biosecurity (Meat and Food Waste for Pigs) regulations 2005. More information can be found on the MPI website: <https://www.mpi.govt.nz/animals/animal-feed-preventing-disease-transfer/feeding-food-waste-to-pigs-and-preventing-disease/>

How will litter be collected and removed from public spaces within the event site, during and at the completion of your event? Please specify:

How many public place litter bins are located at the event site? And where are they located? Please specify.

Tip – remember to include these on site plan so you can check them when you do roving checks

How will you ensure you are capturing all event waste through your waste stations?

- We will use bin covers to cover public place bins
- Other, please specify:

Waste volumes

Do you know the approximate volume or weight of waste your event will generate? *

Yes No

If you answered 'yes', please confirm volume or weight expected:

Waste Category	Estimation in kg/litres
Rubbish	
Co-mingled recycling (paper, cardboard, tins, cans, plastic)	
Glass	
Organics	

If you answered 'no', please use the information below to estimate the total amount of waste your event will create. Waste volumes can be estimated based on the type of event and the amount of people attending.

- A **day-time event** will generate 1-2 litres of waste per person
- A **day-time plus evening event** will generate 2 -2.5 litres of waste per person

To estimate the waste volume – (waste per person x number of attendees).

Estimated total amount of waste your event will create	
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Creating a site plan

Create a site plan that shows where your waste stations are to be set-up and serviced easily. Key things to remember when siting waste stations are:

- Location of activities and the waste they are likely to generate
- Event attendee behaviour
- Entry and exit points
- Toilet facilities

Tip – waste stations should be sited where people will gather to eat food, rather than where they purchase it

Tip – 20m is about the maximum distance that people will walk to dispose of rubbish

Tip – it is good to place waste stations close to exits and entries and toilets if that works for your event

Check list for your site plan

I have included:

- Location of waste stations
- Location of waste sorting and/or storage facilities
- Location of signage
- Location of site entry and exit points
- Location of food and beverage vendors
- Location of merchandise vendors
- Location of public litter bins at the event site.
- The route collection vehicles will use to access the waste storage facilities before, during or after the event.

Tip – it may also help to note down where PPE and first aid can be found.

Evaluation

It is really important to evaluate how much waste you generated and diverted at your event to track if you met your target and communicate back to your stakeholders and customers how you performed on this front.

Use the **Post-Event Waste Analysis Report template** to help with this.