

EVENT WASTE MANAGEMENT PLAN

Name of event:

Date and time of the event:

Name of event manager and organization(s)/partners:

Insert photos from previous events or other photos if this is a first time event.

LOCATION DETAILS

Address of venue:

Contact persons:	Telephone numbers:

Description of venue:

Venue crowd capacity:

Existing resources at venue:

Existing waste facilities at venue:

EVENT DETAILS

Name of event:

Date(s):

Time:

Anticipated crowd size:

Event activities:

Activity wastes:

Activities	Types of Waste

CATERING

Food or drink type	Packaging or tableware	Material type

CATERING WASTES

Booths will be limited to the following types of waste and recycling:

WASTE GENERATION AND QUANTITIES

Recycle bins and composters will be provided at the event. Solid waste containers will be strategically placed to maximize recycling.

WASTE STATION LOCATIONS

Location	Type of station	Total number of bins

WASTE MINIMISATION

Insert other notes.

PROMOTION

Waste minimisation is to be promoted to all event participants and visitors.

Examples of promotion material are as follows:

Media releases electronic newsletters, flyers, websites, posters on recycled paper, radio, television...

Waste management during the event

WASTE MANAGEMENT AFTER THE EVENT

Litter bins will be emptied and the content weighed at: insert time

Disposal details:

Results reported to the Municipality yes

ACTIONS REQUIRED BEFORE THE EVENT

ACTION	DATE

WASTE MANAGEMENT ON THE DAY OF THE EVENT

ACTION	PEOPLE RESPONSIBLE

WASTE MANAGEMENT AFTER THE EVENT

ACTION	DATE

CONTACT LIST

List below all the people and organisations involved in waste management before, during and after the event.

Person/organisation	Contact number(s)	Area of responsibility

PERFORMANCE REVIEW AND CONCLUSIONS

SUGGESTIONS FOR NEXT YEAR'S EVENT