

Site Limitations & Logistics

PRE-EVENT

EVENT

POST EVENT

Has a waste plan for the site been produced?

Measure: Ensure that all stakeholders are given a 'waste' plan for the site detailing access & location of bins

Ensure that all material collected from the event is delivered to the appropriate recycling facility in a manner which ensures it will be accepted by that facility

Time limit on clean up

Measure: Timeline for clean-up met

What recycling infrastructure exists in the locality?

Measure: Obtain from local council details of what is currently collected in the area

Measure: Investigate local waste companies capabilities

Measure: Communicate with recycling facility to understand any limitations they may have in accepting recyclable material

Measure: Similarly this applies if material is going to community group for reuse rather than recycling

Are there any opportunities in the locality to reuse waste material?

Ability to empty waste & recycling bins pre/during/post the event

Measure: Ensure all stakeholders are aware of emptying regime which will exist during the course of the event

Measure: Investigate charity or business options unique to locality

Do recycling bins currently exist in the facility?

Ensure bins are maintained to highest standard to prevent impression of 'waste'

Measure: Identify number and type of bins currently static in facility

Measure: Ensure system is in place to ensure that bins are kept clean and immediate surrounding area free of debris

Are the bins permanently onsite appropriate to the event both in terms of number and recycling mix?

Measure: Given event size and material mix are additional bins required and/or recycling logos appropriate to material at the event?

Ensure signage directing to/around bins is visible

Measure: Are bins visible in daylight, dusk & nighttime?

Is using existing bins going to incur extra empties thereby increasing transportation considerations?

Measure: Is it appropriate to incur more empties of existing bins or procure more appropriately sized bins for the event

Understanding bin requirements both front & back of house

Measure: Have event organisers got a historical record of total bin requirements front of house to base current requirement on?

Measure: Have all exhibitors communicated their own bin requirements to event organisers in advance of actual event so appropriate recycling bins can be in place before actual event?

Access time restrictions for set up/take down

Measure: Ensure all stakeholders are aware of any restrictions with respect to delivery/execution of waste services

Measure: Is an automatic timer required for light switch on/off?

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What is the size limit for trucks onto site?

Measure: Establish any limitations of venue for size of truck(s)

Will weather conditions affect access?

Measure: Does flexibility exist in the waste services plan if weather is a potential restricting factor?

What size of area exists on site for for 'bulk' bins/skips?

Measure: Area available should determine the type of bulk bins required for the event

Can lighting be installed in critical waste/recycle areas?

Measure: Determine if lighting would be critical/beneficial to the objectives of waste minimisation

Measure: Is a power supply for this purpose feasible?

EVENT

POST EVENT

