

## PRE-EVENT checklist

**NOTE: Items in Red applicable to OUTDOOR EVENTS ONLY**

**Nr**  
(where applicable)

### Communications

All printed advertising material carries waste minimisation message

Y / N

Number of publications carrying message; and/or specific mention by TV journalists

Ticket is printed with waste minimisation message

Y / N

All stakeholders made aware of 'zero tolerance to waste' policy

Y / N

Signed commitment from stallholders/exhibitors to limit materials coming into venue/site

Y / N

\* This could be expressed as a % to total Nr of exhibitors

### Waste Hierarchy

Has all waste coming into event been identified in context of hierarchy?

Y / N

### Understanding Site Limitations & Logistics

Ensure that all stakeholders get a 'waste' plan for the venue/site detailing access & location of bins

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

Investigate local waste companies capabilities

Investigate charity or business options unique to locality for re-use of materials

Identify number and type of bins currently static in facility



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

Y / N

Consider if it more appropriate to incur additional 'empties' of existing bins or procure more appropriately sized bins for the event

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

Y / N

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

Y / N

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

Establish any limitations of venue/site for size of truck(s)

SIZE Limit

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

Y / N

Requirement for bulk bins will be determined by size of area available

SIZE Limit

**Determine if lighting would be crucial/beneficial to the objectives of waste minimisation**

Y / N

**Is a power supply for this purpose feasible?**

Y / N

### Selecting Services Provider

Identify current/past waste services provider for this venue/site or event

Can the selected waste services provider access a full range of services through national scope or is limited to locality?

Is it feasible and/or practical to transport materials out of locality?

Y / N

Ask selected waste services provider for testimonials

Ask other event organisers who have used selected services provider

Is selected service provider set up to supply comprehensive data?

Y / N

Is service cost broken down into various elements?

Y / N

Does the service contract carry an incentive to reduce waste and increase recycling?

Y / N

Does the selected service provider have a resource who is experienced at events & can provide input at planning stage?

Y / N

Does the selected service provider have all the resources necessary or will the company need to externally source some/all bins?

Y / N



## EVENT checklist

☑      **Nr**  
(where applicable)

### Communications

Ensure waste minimisation/recycling message is scripted and handed to people responsible for PA communication


Include location of bins & recycling facilities on venue/site 'map' given to public

Is there an appropriate number of signs relative to the waste/recycling bins? (Signage next to every bin most ideal)

Y / N
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Is signage displaying a consistent message which is easily understood in any language (not just English)?

Y / N
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Is there an opportunity to engage local community groups in recycling efforts? ie local school children, Rotary group etc.

Y / N
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Limit to one page 'flyer' detailing web sites for all exhibitors


Combine with exhibitors to provide a useful/practical gift which combines brand promotions with the waste minimisation message ie provide branded water bottles

### Site Limitations & Logistics

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


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

Are bins visible in daylight, dusk & nighthtime?

Y / N
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Is an automatic timer required for light switch on/off?

Y / N
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### Selecting Waste Services Provider

What resources can the waste services provider provide for the event to co-ordinate waste activities? ie person on site for duration of event

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## POST-EVENT checklist

☑      **Nr**  
(where applicable)

### Communications

Post event media needs to communicate the success of the waste minimisation initiatives


Reporting needs to be in a format which can be posted on the event web site as a record of the success and an introduction to future expectations

Look for opportunities in trade magazines etc where the story can be re-told, particularly where ongoing improvement can be demonstrated

### Site Limitations & Logistics

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


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

Timeline for clean-up met

Y / N
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### Selecting Waste Services Provider

Provide data on where collected material is disposed


Provide quantities of materials disposed

Compare quantity of materials destined for each recycle/reuse/landfill destination against total material entering event\*

*\* this data relies on accurate data pre-event but is a good measure of year on year changes in behaviour patterns*

Post event data to be provided within x days of the close of the event

Y / N
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