

**PRE-EVENT**

**EVENT**

**POST EVENT**

**Note that good planning pre-event alleviates much of the potential for event and post event issues arising**

- Pre-event advertising(Flyers/Magazine Ads)
  - Electronic (Web site/Email)
  - Media (TV/Radio/Newsprint)
  - Tickets

**Communications**

- Media
- Public Address Systems
- Signage
- Local Community Involvement
- Conference Packs/Gifts

- Media
- Electronic (Web site/Email)

**Waste Minimisation Plan**

**Guiding Principles: Reduce, Re-use, Recycle**

**Understanding Site Limitations & Logistics**

- Has a waste plan for the site been produced?
- What recycling infrastructure exists in the locality?
- Are there any opportunities in the locality to reuse waste material?
- Do recycling bins currently exist in the facility?
- Are the bins permanently onsite appropriate to the event both in terms of number and recycling mix?
- Is using existing bins going to incur extra empties thereby increasing transportation considerations?
- Understanding bin requirements both front & back of house
- Access time restrictions for set up/take down
- What is the size limit for trucks onto site?
- Will weather conditions affect access?
- What size of area exists on site for for 'bulk' bins/skips?
- Can lighting be installed in critical waste/recycle areas?

- Ability to empty waste & recycling bins during the event
- Ensure bins are maintained to highest standard to prevent impression of 'waste'

- 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

**Selecting Services Provider**

**Static Site:**

- Is there an incumbent waste services provider?

**Outdoor (Green Field) Site:**

- Is this a 'regular' event with an incumbant waste services provider?
- Is the current waste services provider a local company limited to disposal options in the local community (ie may not be able to offer a full range of waste/recycling/composting services)
- Is service provider committed to waste minimisation principles & can service provider demonstrate previous experience of this?
- Can service provider supply comprehensive data on materials collected, recycled, diposed to landfill, vehicle movements
- Is cost structure for service transparent?
- Can the service provider provide a resource to assist with planning the event?
- Can the service provider source all bulk bin/bins/recycling bins & composting bins

- Can a rep from the waste service provider remain on site for the duration to oversee waste practices?

- Ensure that separated waste is in fact destined for recyclers not to be mixed with waste destined for landfill
- Provide data on materials collected in timely fashion (this is particularly important so that communication opportunity can be maximised)

