

# Event Planning Checklist – Waste

*(adapted from the Ministry for the Environment – Greener Events Guide)*

ACTIONS	YES	FUTURE ACTION	N/A
<b>Event planning</b>			
Have you talked to the local council to find out what can and cannot be recycled and composted in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Before the event</b>			
Are you clear about what can and cannot be recycled and composted in the area, and have you written this into your suppliers' and caterers' contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you organised your recycling, composting and rubbish bins, both for attendees and for other waste generating areas (e.g. behind food stalls and stages)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought about how to manage the flows of waste from public areas to the area where these materials are to be collected and sorted before removal from the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you briefed staff and volunteers on how to use the bins correctly and responsibly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the people managing the collection of the full bins know how to handle each stream of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there systems in place to measure quantities recycled, composted and sent to landfill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>During the event</b>			
Are recycling bins clearly marked and visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all receptacles for waste products (e.g. wheelie bins for rubbish or skips for back-of-house cardboard recycling) clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff and volunteers located at bins to help attendees and stallholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>After the event</b>			
Have you calculated the percentage of total discarded materials that were successfully diverted to recycling and composting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all waste been disposed of correctly and responsibly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you received waste reporting from the waste collector?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the lessons learnt be incorporated into planning your next event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>