

PART ONE - WASTE MINIMISATION PLAN

NAME OF EVENT _____

EVENT ORGANISER _____

DATE AND TIME _____

VENUE _____

EXPECTED NUMBERS

Estimate of people that will attend the event as both participants and spectators and identify potential waste generators.

STEPS TAKEN TOWARDS WASTE MINIMISATION

Separation of waste streams - type of materials allowed/banned.

EVENT ACTIVITIES

List the activities that will take place during the event eg entertainment, food and drink stalls, merchandising stalls eg.

STEPS TAKEN TOWARDS MAXIMISING THE COLLECTION AND RE-USE OF RECYCLABLES

For example, volunteers helping the public at bin stations, availability of bins and signage.

EXPECTED TYPES AND QUANTITIES OF WASTE GENERATED BY THE EVENT

List the type of waste (food waste, recyclables, general waste) and the expected volume of waste that will be generated. For example, events with food stalls will likely generate more waste per person (in volume) than events without food stalls.

WASTE STATIONS, WASTE SORTING AND STORAGE FACILITIES PLANS

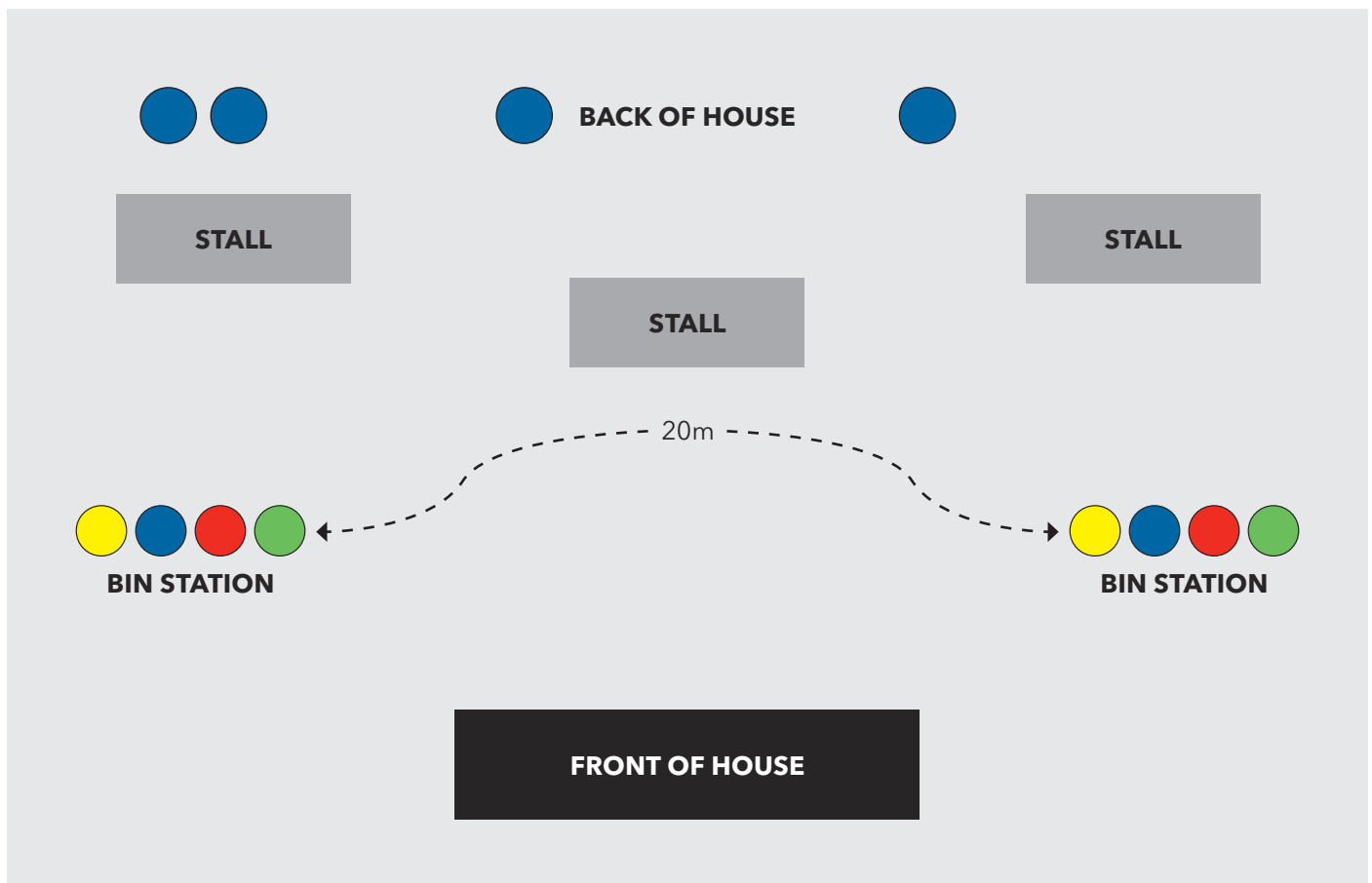
Attach plan that clearly identifies all waste stations and space for sorting/storage of waste.

WASTE MINIMISATION PLAN

The plan is an important planning tool for you and your waste service contractor and should identify the following:

- location of food and beverage vendors
- location of table and chair areas
- location of all waste and recycling bins/stations
- location of any on-site bins for consolidating recycling and/or waste
- location of access points for collection vehicles
- location of waste minimisation and recycling signage

EXAMPLE BELOW OF BIN STATION SET UP



STALLHOLDER WASTE

TYPE	SUGGESTED STRATEGY TO RECOVER OR RECYCLE	ARE YOU RECOVERING OR RECYCLING THE MATERIAL?
Food scraps	Organic bins	Yes <input type="checkbox"/> No <input type="checkbox"/>
Biodegradable cups and plates	Organic bins/reusable plates	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cardboard boxes	Separate cardboard collection	Yes <input type="checkbox"/> No <input type="checkbox"/>
Aluminium	Comingled recycling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Paper cups	Comingled recycling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plastic containers	Comingled recycling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Glass bottles	Comingled recycling	Yes <input type="checkbox"/> No <input type="checkbox"/>
Plastic bottles	Comingled recycling	Yes <input type="checkbox"/> No <input type="checkbox"/>

Where you have indicated **no**, please explain what you are doing instead.

ON-SITE PROMOTION OF WASTE MINIMISATION

Confirm how you intend to communicate your waste minimisation message.

EVENT COMMUNICATION LIST	DETAILS
Signs and notices displayed at the point of sale to prompt attendees to use the recycling facilities provided.	
Waste and recycling bin stations clearly labelled.	
Event announcer/master of ceremonies scripted to deliver waste minimisation messages.	
Volunteers available and trained to promote and monitor recycling bin use.	
Communication to vendors outlining what materials are acceptable/not acceptable.	

PART TWO - WASTE MANAGEMENT

This section of your plan relates to the management of the waste generated by the event.

NAME OF THE COMPANY RESPONSIBLE FOR COLLECTING AND DISPOSING OF WASTE

NAME OF THE FACILITIES WHERE THE WASTE WILL BE TAKEN

METHODS TO BE USED FOR THE COLLECTION AND TRANSPORTATION OF WASTE

EXPLAIN HOW THE COLLECTION OF LITTER FROM PUBLIC PLACES INCLUDING LOCAL STREETS WHERE THE PUBLIC WILL PARK, WILL BE CARRIED OUT