

Checklist for Event Recycling

- Identify contact person at the festival responsible for working with recycling.
Name of person: _____ Phone number: _____

- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
 - Aluminum Glass Plastic Steel
 - Corrugated Cardboard Other: _____ Other: _____

- Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: _____

- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. If available at time of request, recycling containers for the grounds may be borrowed from the Ulster County Resource Recovery Agency, free of charge. Complete and submit the *Agreement for Public Event Recycling Containers* located on the Agency's website at www.ucrra.org. Contact a local garbage/recycling hauling company directly for fee schedule on roll-off / festival box rental and service.
Arrangements made: _____

Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____

- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.

- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.

- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container (roll-off / festival box).
Arrangements made: _____

- Arrange for pick-up of the recyclables. The agency/company providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.

Arrangements made: _____

- Meet with vendors – make sure they know what’s recyclable and encourage them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.

- Oversee the delivery of containers and placement of signs.

- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: _____

- Take photos of event recycling, record data on volumes of recyclables and trash and ask vendors and event organizers for comments about the program.

Comments: _____

- Ensure that recyclables are removed and taken to the large container when bins are full and that the liner bags are replaced.

- At the end of the event, remove signs and arrange for their return to owners.

- Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- Share the results with event organizers.