



# Event Recycling Checklist

## Step-by-Step tips for waste diversion at outdoor events in Deschutes County

### 3-5 months prior to event

- Identify which materials can be diverted from disposal at your event and establish clear recycling goals early in the planning process.
  - If your event includes a bar, determine whether beverages will be served in: single-use disposable cups, reusable cups, or cans. This will help you estimate how many recycling bins or collection containers will be needed.
  - If liquor is served, arrange for glass recycling collection through your waste hauler for bottles
- Develop a recycling plan that identifies which materials will be collected, how materials should be separated, and what vendors and staff are expected to do. This plan should set clear expectations for vendors and require coordination among all event partners to support successful separation and collection of recyclable materials.
- For events with fewer than 200 attendees, consider using reusable serviceware. Reusables may be available to borrow at no cost through The Environmental Center and the SEEL loaning program.
- Food vendors often have mixed recycling. Order a few mixed recycling carts to collect from vendors. If your event is expected to generate a large amount of cardboard, consider adding a cardboard-only recycling container as well.

### 1-2 months prior to event

- Create a site layout that identifies where waste stations will be located and determine how many containers will be needed.
- Reserve stations through Deschutes County EventCycle Solutions to improve diversion using clearly labeled stream bins and signage.
- Estimate how much waste your event is expected to generate, including whether you will collect glass, cardboard, mixed recycling, and food waste.
- Contact the local waste hauler to order appropriately sized waste bins. Refer to Reducing Waste at Events for recommendations on bin sizes based on the estimated number of participants.
- Recruit volunteers and designate a Green Team lead to support waste station monitoring and collection and recycling success.
- Send the Event Recycling Guide to vendors and remind them of expectations for waste separation, collection, and diversion for the duration of the event.
- If your event will need water service and you want to reduce single-use plastic water bottles, consider renting a Hydration Station.

### 1-4 weeks prior to event

- Confirm with your waste hauler which containers will be provided for the event, including trash dumpsters, mixed recycling, and cardboard recycling, as needed based on the event's size and waste streams.
- If you will be using EventCycle bins, coordinate pick-up and return times in advance.
- Order enough bags for waste collection, based on the number and type of containers that will be used.

### Day of event

- Set up waste stations with clear signage at a minimum at entrances and exits, eating and sitting areas, near bars, water/aid stations. Always place a trash container and recycling container side-by-side.
- Remind vendors about waste stream separation requirements and provide them with the Event Recycling Guide.
- Monitor waste stations throughout the event. Use grabbers to help remove contamination regularly and change bags as needed. Collect cardboard and mixed recycling from vendors and bar.
- Keep waste collection containers locked or restricted for staff use to prevent outside users to fill with contamination. Green team should collect from the back of the house as well to reduce contamination.
- Measure results with the amount of waste created and amount diverted.