**Event Planning Checklist – Waste**

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

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| **ACTIONS** | **YES** | **FUTURE ACTION** | **N/A** |
| **Event planning** |
| Have you talked to the local council to find out what can and cannot be recycled and composted in the area? |[ ] [ ] [ ]
| **Before the event** |
| 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? |[ ] [ ] [ ]
| 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)? |[ ] [ ] [ ]
| 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? |[ ] [ ] [ ]
| Have you briefed staff and volunteers on how to use the bins correctly and responsibly? |[ ] [ ] [ ]
| Do the people managing the colleciton of the full bins know how to handle each stream of material? |[ ] [ ] [ ]
| Are there systems in place to measure quantities recycled, composted and sent to landfill? |[ ] [ ] [ ]
| **During the event** |
| Are recycling bins clearly marked and visible? |[ ] [ ] [ ]
| Are all receptacles for waste products (e.g. wheelie bins for rubbish or skips for back-of-house cardboard recycling) clearly labelled? |[ ] [ ] [ ]
| Are staff and volunteers located at bins to help attendees and stallholders? |[ ] [ ] [ ]
| **After the event** |
| Have you calculated the percentage of total discarded materials that were successfully diverted to recycling and composting? |[ ] [ ] [ ]
| Has all waste been disposed of correctly and responsibly? |[ ] [ ] [ ]
| Have you received waste reporting from the waste collector? |[ ] [ ] [ ]
| Will the lessons learnt be incorporated into planning your next event? |[ ] [ ] [ ]