

## Public Event Recycling Planning Sheet

Event/Location: \_\_\_\_\_ Dates/Times \_\_\_\_\_

### CONTACT INFORMATION

	Name	Phone(s)	Email(s)
<b>Sponsor</b>			
<b>Recycle Team Lead(s)</b>			
<b>Recycle Collection/Hauling/Disposal</b>			
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

### SCOPE AND COLLECTION

		Primary Container(s) <i>(Type, size, no. and provider)</i>	No. and Location	Secondary Container(s) <i>(Type, size, no. and provider)</i>
<b>Glass bottles</b>	<input type="checkbox"/>		Wherever there is a garbage can.	
<b>Aluminum cans</b>	<input type="checkbox"/>			
<b>Plastic bottles</b>	<input type="checkbox"/>			
<b>Cardboard</b>	<input type="checkbox"/>			
<b>Mixed Paper</b>	<input type="checkbox"/>			
<b>Food &amp; paper waste</b>	<input type="checkbox"/>			
	<input type="checkbox"/>			

**RECYCLING TEAM****DUTIES**


**SIGNAGE** (If Supplemental Signage is Required)


**OTHER MATTERS/ISSUES**

How to secure large collection containers in the central area?

Will you prepare a report for the venue manager? This might be helpful to others. It could include:

- Summary of the event from a recycling experience
- Problems encountered
- Quantity of Recyclables, by type
- Recommendations for future events