

Why should you think about recycling at your community event?

1. You could pay less for waste collection and disposal
2. There will be less litter
3. You could cash in on all those bottle and can deposits!
4. Recycling helps reduce waste, conserve resources and save energy

This guide will help you set up effective recycling for your next event!



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Funded by USDA Rural Development

Printed on Recycled Paper

Your 1-2-3 Community Event Recycling Guide

*What you can do
before, during and after
your next community event
to reduce waste and save
money, natural resources
and energy.*



Before the Event

- 1 Create a recycling planning committee** to help with logistics, create partnerships and build support from management, administration, vendors, attendees, cleaning services, and recycling facilities.
- 2 Recruit and select a hauler.** This can be a recovery service, waste hauler or group of volunteers who will separate and transport the recyclables to a redemption center or other facility.
- 3 Recruit volunteers** to monitor the recycling collection areas.
- 4 Talk to vendors beforehand to see what materials and food items will be sold at the event.** Educate them on the use of biodegradable containers and utensils – maybe prohibit the use of Styrofoam! Ask them to be a partner in the recycling effort by encouraging their patrons to recycle in the proper bins – perhaps have signs for each of the booths/vendors to display indicating the items that can be recycled and the location of the bins.
- 5 If vendors expect to have empty boxes from supplies, coordinate a collection for cardboard.** This could take place throughout the event as supplies are used, either by having a volunteer make rounds, or by designating a holding area for vendors to take the boxes. If you have enough room, it may be easier to wait until the end of the event for collection.
- 6 Promote the waste reduction and recycling program along with the rest of the event.** Write about these recycling efforts in your

advertisements, fliers, brochures, schedules and posters for the event. Include information about the recycling effort – who is involved, why it is important (recycling saves energy and conserves resources), what will be recycled at the event and where to find a receptacle. Consider inviting the vendors to participate or volunteer in a future event.

7 Consider taking the bottles/cans to a redemption center, and donating the money to a local charity. Don't forget to mention this in all the ads for recycling. Some people are more motivated to recycle if they are also contributing to a good local cause.

8 It is best to have a recycling bin placed next to each trash can. Do not leave it up to people to search for recycling, because most won't. It may make sense to have more recycling bins than trash cans! Be sure to clearly identify and label the recycling bins to help prevent contamination (as well as to help raise awareness about recycling in general). Each bin should have a restrictive opening that allows the recyclable material but keeps out other items. A colorful flag or pole helps identify recycling locations – have signs with fun factoids to spark interest (CET can provide examples).

9 Make sure all signs, advertisements, and displays are consistent so attendees are aware of recycling goals. Also be sure that all are weather-proof, lightweight and portable.

10 If necessary, designate a temporary holding area for recyclables collected from smaller containers.

During the Event

- 1 Schedule volunteers to monitor the recycling centers.** They should encourage and remind people, prevent contamination and make sure the bags/bins do not overflow.
- 2 Make sure volunteers are visible** with coordinated t-shirts, hats or badges. Buttons or stickers are also good for vendors or other personnel to help publicize recycling efforts.
- 3 Make announcements throughout the event** (if there is a PA/speaker) about the recycling program.

After the Event

- 1 Keep track as feasible of the number of bottles and cans collected and the number of pounds generated and calculate energy and resource savings.** Include this information in news articles and post-event follow-ups. Subtract savings when calculating disposal costs!
- 2 When possible, donate leftover food to a food pantry or other local shelter.** Or, look into composting with a local facility. If neither of these options work, try to donate food scraps to a pig farmer.

Consider Other Options

You can help raise awareness by offering discounts or other incentives to those who arrive by alternative transportation – bike, bus or foot.