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| Event Details | | | |
| Name of event |  | | |
| Venue/location |  | | |
| Event Date(s) |  | | Duration of event (Hours) |
| Type/style of event |  | | |
| Approx. no. of people expected |  | | |
| No. of food stalls |  | | |
| No. of other stalls |  | | |
| Alcohol available | No  Yes | | |
| Waste Profile | | | |
| List the type of waste that will be generated including some key specific items. Example provided below.   1. General waste, comingled recycling  * Cable ties, cardboard, soft plastic  1. General waste, comingled recycling, paper/cardboard, organics, container deposit  * Food waste, compostable packaging (cups, plates, cutlery) * Cigarette butt litter * Waste brought into the event: picnics, snacks  1. General waste, comingled recycling  * Signage - corflute signs | |  | |

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| Bin Infrastructure | | |
| What waste streams are to be collected? | | Waste  Recycling  Organics |
| How many bins are on site at your Venue? | |  |
| Do you require additional Bins for Waste and Recycling at your event? How many will you require?  *To calculate how many bins you require, a rule of thumb is one litre per person per meal.*  *For example, you estimate that you will have 1000 attendees, which will run over two mealtimes:*   * *1000 people x 2 mealtimes = 2,000 litres* * *Divide 2000 by 240L (a standard wheelie bin size) = 8* * *You will need 8 bin stations*   *NOTE: If you empty bins over the day of the event you will require less bin stations.* | |  |
| Where will the bin stations be located across the site?  *Identify bin stations on your event site map including where the bins be delivered and collected, collection vehicle’s access.* | |  |
| Waste Strategy | |  |
| What actions will be taken to reduce contamination of recycling bins and food / organics bins?  *e.g. waste signage, use of volunteers as ‘bin monitors’, waste audit, roving performers, etc.* | |  |
| How frequently will the bins be serviced/emptied during the event? Please include information on how this will be managed i.e roster or strategy *i.e. number of times bins collected per day/night* | |  |
| Will you have any waste contractor’s assisting with your event? Please include details here. | |  |
| What other waste facilities are required (liquids/ greywater)?  How will greywater and oils will be managed?  *e.g. greywater collection tank will be supplied* | |  |
| What litter management actions will be taken?  *e.g. litter volunteers, roving litter entertainers cleaning staff, etc.* | |  |
| What other waste strategies are to be implemented?  e.g. incentives to reduce waste, dishwashing station promotion of BYO reusable cutlery. | |  |
| Sustainability | | |
| Please describe that steps you have taken to make your event more sustainable. |  | |
| Post Event | | |
| Please list responsible parties for conducting post event waste removal/clean up. |  | |
| Site Map of Waste and Recycling Bins for your event | | |
| Please mark Waste Bins with this symbol  Please mark Recycle Bins with this symbol | | |