

Special Event Waste Checklist



Event sponsors in St. Louis city are required to provide recycling at their events, according to [Executive Order #52](#). Whether your organization plans to handle the recyclables or you are looking to find an organization to handle the materials, this worksheet will help you have a great event while sending little waste to the landfill. First, answer a few questions based on your event to determine what the best option is. When checking answers, be mindful of all vendors and what they may bring to recycle.

A couple of tips to implement at your event are:

- Always pair a recycling bin with a trash bin (and compost, if desired).
- Clearly and visibly label trash bins versus recycling bins so vendors and attendees know how to use bins properly.
- If liners must be used in a recycling bin, use clear liners so attendees and staff can see the items in the bin are recyclable. Those emptying the bins can keep trash and recycling separately by bag color for easy disposal.
- It is better to have too many trash and recycling receptacles than not enough. To prevent overflow, have employees or volunteers empty recycling and trash containers throughout the event.
- For best practice, station someone at each trash and recycling receptacle station to maximize recycling collection and minimize contamination rate. It is imperative to properly train the person responsible for trash and recycling collection and disposal.



What are your recycling, composting and/or waste reduction goals for this event? (i.e.: We will train all staff/volunteers on recyclable items. We will not allow vendors to use Styrofoam. We will increase our diversion rate to X% from last year's event. We will ban single-use items such as straws, individual utensils, condiment packages, etc.) We suggest writing out a few goals before planning the event so you will be able to cohesively communicate with vendors your recommendations/requirements in order to meet your goals.

1. What will we recycle:

- Paper
- Cardboard
- Plastic Bottle & Containers
- Glass Bottles & Jars
- Metal Food & Beverage Cans
- Cartons

2. Will we collect plastic bags and plastic film to take to a nearby grocery store to recycle?

3. Will there be food vendors? Will we compost?

3a. We recommend having XX composting stations per food vendor.

4. How many vendors:

5. How many attendees expected:

Based on your answers above, if you are only collecting recyclables and not compostable material and have less than 200 expected attendees at your event, then you should consider [loaning recycling bins from St. Louis Earth Day](#). You will still need dedicated staff or volunteers to empty the bins as needed.

If you are collecting recyclables and compostables and have more than 100 people, then we suggest having dedicated staff or volunteers to manage the waste services. [St. Louis Earth Day](#) can provide these services for your event as well as coordinate waste hauling services.

If you are collecting recyclables and compostables for less than 100 people, you can have your own staff or volunteers, but training is important to minimize contamination as much as possible.