

Event Checklist

for garbage and recycling

Before your event (set up)

- Assign volunteers** to help with waste stations: set up/monitor/empty/clean up/return.
- Use the buddy system.** Always place a garbage and recycling receptacle side by side.
- Remind guests** to bring reusable water bottles/travel mugs on social media/email.
- Set up ClearStreams:**



- Place waste stations near:**

- Entrances & exits
- Eating areas & seating areas
- Main walkways
- Port-o-potties
- Water/Aid stations

1. Set up frame w/ round slots up.
2. Pull bag through slot and fold edge back over frame. Repeat on other side. (Clear bags=recycle. Black bags=garbage).
3. Tug on center edges of bag to secure.
4. Snap lid on to frame.

During your event (maintenance)

- Monitor waste stations.** Assign volunteers to help guests sort their waste.
- Address problem materials.** If a certain item is commonly placed in the wrong bin, tape an example to the proper bin. **Tip:** tape a coffee cup and snow cone cup to the garbage lid.
- Change the bags.** Replace ClearStream bags when 2/3 full. Take to your dumpsters (or vehicle if self-hauling). Empty recycling in to the recycling dumpster and throw away the bag. Recruit volunteers to assist.
- Make announcements.** Tell guests and vendors how to sort waste. Promote your green event!



Volunteers are essential!

After your event (clean up)

- Disposal:** Take all garbage and recycling to your dumpsters (or vehicle if self-hauling). Put garbage in garbage dumpster. Empty recycling into the recycle dumpster and throw bag in the garbage. Recycle cardboard boxes.
- Donate usable goods.** Contact the food bank, thrift store, and/or Décor Lending Library.
- Pick up litter.**
- Write down** tips and observations for next year.



Without a plan, trash overflows at events!

Return your gear

- Clean ClearStreams** with provided cleaning spray or warm soapy water.
- Count gear** to make sure you return all items. See list on back or compare to reservation form.
- Stack ClearStreams** in vehicle, lids inside the frames. Secure with cargo straps if using a pick-up truck.
- Return gear** at your scheduled time or **call to reschedule: 360-449-8394.**

- Return day:**

Mon	Tues	Thurs	Fri
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: _____ **Time:**

10 a.m.-12 p.m.	1 p.m.-3 p.m.
<input type="checkbox"/>	<input type="checkbox"/>

Food Waste Guide

- Food Vendors/Snack Tables:** Give food waste buckets to vendors for collecting food prep scraps.
- Event Guests:** Set a food waste pail next to a set of garbage/recycle ClearStreams in the most used seating area. Guests can scrape plates in to pail.
- Assign volunteers** to check food waste pails and buckets throughout the event and empty if needed.
- Only food scraps are compostable** (see right), no plastic, paper, or “compostable” plates/utensils.
- Disposal:** Food waste pails/buckets may be emptied in to the food waste cart at Esther Short Park or at Waste Connections’ office.



Event Gear List *(borrowed from Waste Connections)*

- _____ Blue ClearStreams
- _____ Black ClearStreams
- _____ ClearStream Signs
- _____ Food Waste Pails
- _____ Food Waste Buckets
- _____ Glass Bins
- _____ Cleaning Bucket
- _____ 10 x 10 Tent
- _____ A-Frame Sign
- _____ Set of 50 Plates (large & small)
- _____ Set of 50 Plates (small)
- _____ Set of 50 Bowls
- _____ Set of 50 Cups
- _____ Set of Silverware for 20
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____

Please clean and count gear after your event. Return gear at your scheduled time or call to reschedule: 360-449-8394.