

# Zero Waste Event Guidelines

## **Why plan a ZERO WASTE EVENT?**

Human beings produce tonnes of waste in the form of empty bottles, plastic plates, plastic cutlery, packaging, drinks cartons and bottles and plastic. Waste costs money to dispose of, and it damages the environment. We believe nothing which can be recycled should go to the incinerator to be burnt.

These guidelines apply whether your event is small or large. With a bit of planning you can avoid waste and recycle more, whatever the size of your event.

People on the Isle of Man care about the environment and will be pleased that you have given some thought to reducing waste at your event.

Event organisers may be members of a group, staff of a school or a sports club. These guidelines should help at the planning stage.

A ZERO WASTE EVENT is a great way to get over the recycling message and make your event a waste management success.

First things first

1. Prevent
2. Reduce
3. Re-use
4. Composting
5. Incinerate
6. Landfill

Think how you can prevent waste occurring e.g. by using china cups rather than plastic ones. PREVENT waste whenever possible.

Plan how you will keep recyclable materials separate e.g. aluminium drinks cans.

## **BEFORE THE EVENT**

- ◆ Involve as many people as possible - stall holders, sponsors, vendors, patrons and suppliers. Talk to site owners about any specific conditions that have to be taken into account. Help event owners to see that promoting a ZERO WASTE EVENT can be valuable publicity.
- ◆ Sponsors will see the attraction of a ZERO WASTE EVENT on environmental and economic grounds.
- ◆ Vendors need to be informed that you are trying to PREVENT waste. Give them good notice, advice and help where you can.
- ◆ Service contractors providing cleaning, bins and removal of waste should know what is required of them.
- ◆ Patrons respond well to ZERO WASTE EVENTS. Mention it in your promotional material and have clear signage at the event e.g. cans for recycling.

## **PROMOTION**

If you are doing your bit to PREVENT waste you can be proud of that fact and should mention it to organisers and patrons whenever possible. People like to be doing the right thing. Media releases can mention the ZERO WASTE aspect of your event.

- ◆ A well-known celebrity may wish to be associated with an event that is environmentally friendly.
- ◆ Mention your environmental objectives in all communications.
- ◆ Include information in your programme and adverts.
- ◆ Use word of mouth to spread your ZERO WASTE message.

## **Vendors/ food suppliers**

Brief the vendors well in advance of the event

It is important to tell food and drink vendors / kitchen staff what is expected of them.

Try to get agreement that products will be recyclable, biodegradable or re-usable.

Help vendors to source these products.

## **Service contractors**

People who provide cleaning services, bins, waste collection and recycling collection have a vital part to play in creating a ZERO WASTE EVENT.

- ◆ Create a waste management plan for the site/venue
- ◆ Food and beverage locations that will require waste collection
- ◆ Select best positions for signs
- ◆ Identify places where people will eat and drink. Select best positions for bins.
- ◆ Show access for service vehicles before and after event.
- ◆ Plan sufficient bins and signs.
- ◆ Arrange bin signage
- ◆ To inform patrons
- ◆ Identify bin and what it is for
- ◆ Reinforce the message e.g. Aluminium Cans for Recycling
- ◆ Uniform signs to reinforce message
- ◆ Signs at eye level where possible
- ◆ Weatherproof - not temporary bits of paper
- ◆ Invest in reusable, lightweight and portable signs.
- ◆ Coloured tops for wheeled bins leave no room for doubt

## **ZERO WASTE EVENT CHECKLIST**

Make sure you have:

- ◆ Advised stakeholders it will be a ZERO WASTE EVENT
- ◆ Invited suggestions from stakeholders
- ◆ Answered their queries
- ◆ Advised them of your requirements and expectations

## **FOOD and DRINK**

- ◆ Informed vendors/kitchen staff of your requirements
- ◆ Helped vendors to source products
- ◆ Included a waste clause in contract/ instructions

## **SERVICE CONTRACTORS**

- ◆ Ensured they will recover and recycle materials
- ◆ Ensured they can supply bins and signs etc
- ◆ Asked them to advise you on quantity of waste collected

## **WASTE MANAGEMENT PLAN FOR SITE**

- ◆ Planned number of bins, skips and drums
- ◆ Decided on their positions
- ◆ Removed mixed waste bins or cover during the ZERO WASTE EVENT
- ◆ Planned emptying of bins during and after event
- ◆ Provided baby care facilities and bins for disposable nappies
- ◆ Provided special bins for cigarette butts
- ◆ Provided ZERO WASTE MESSAGE for public address system

## **BIN SIGNAGE**

- ◆ Calculated number of bins required
- ◆ Positioned bins with clear labels for recyclable and biodegradable
- ◆ Placed signs in best position according to plan
- ◆ Put up sign asking patrons to take rubbish home
- ◆ Used banners, posters and public address
- ◆ Advertised baby changing facilities
- ◆ Positioned bins and coloured topped bins
- ◆ Placed signage and banners

## **DURING THE EVENT**

- ◆ Check Vendors
- ◆ Ensure vendors are meeting their obligations
- ◆ Are using collection points
- ◆ Are separating their waste
- ◆ Are using permitted materials
- ◆ Check Bin Usage
- ◆ Full bins emptied
- ◆ Bins moved where necessary
- ◆ Site and bins clean and tidy at all times
- ◆ Check access for vehicles
- ◆ 'Back of house'
- ◆ Cardboard and paper removed regularly
- ◆ Peak times at beginning and end of event

## **Communication**

Use public address to-

- ◆ Encourage correct use of bins
- ◆ Advertise baby-changing facilities
- ◆ Remind about cigarette butt disposal
- ◆ Staff can reduce mixed waste
- ◆ Retrieve incorrectly placed items with long armed grabbing devices
- ◆ Check signage is clear

## **AFTER THE EVENT**

- ◆ Check that vendors have left site clean and clear of waste
- ◆ Provide staff with gloves and sacks to clean site
- ◆ Recyclables must be kept separate and taken for recycling
- ◆ Encourage stallholders to take all non-recyclable and non-biodegradable waste away from the event

### **Data collection**

- ◆ Number of people attending event
- ◆ Amount of recyclable material sent for recycling
- ◆ Amount of biodegradable material sent for composting
- ◆ Total amount prevented from going to incineration or landfill

### **Reporting on success of your ZERO WASTE EVENT**

- ◆ Tell sponsors, site owners, stall holders, local newspapers and Manx Radio how you avoided waste and how much material was taken for recycling

### **Tips for improving your performance**

- ◆ Avoid litter by having sufficient bins and placing them in convenient places
- ◆ Have attractive clean and clearly labelled bins
- ◆ Two bins should always be close together for recyclables and biodegradable materials
- ◆ Do not have any bins for mixed waste
- ◆ Do not put bins where there are likely to be queues
- ◆ Monitor bins and move if necessary
- ◆ Check for contamination because people will start putting the wrong things in. They look in the bin to see what goes in there
- ◆ Retrieve wrong items as soon as possible using long armed grabs

## **'Back of house'**

- ◆ Use same bins and signage
- ◆ Place to meet vendor's requirements
- ◆ Keep all recyclables separate. e.g. aluminium cans

ZERO WASTE MANN is a local IOM charity

Our aim is to eliminate waste on the island. We want to create awareness of the causes of waste and suggest ways to overcome them.

These guidelines have been produced to help people understand our message.

ZERO WASTE MANN would like to thank you for planning and organising a ZERO WASTE EVENT on the Isle of Man.

### **Further information can be obtained from:**

ZWM

The Green Centre

Chester Street Complex

DOUGLAS

IM1 2PG

[info@zerowastemann.org](mailto:info@zerowastemann.org)