Event Planning Outline

Waste and recycling are an important part of planning for your next event. By considering what types of waste you will have and how they can be handled during the planning process, you can reduce your overall trash while recycling as much as possible.

I. Type of event and event goal (What does going green mean for this event?):

II. Location/logistics (How will the location influence what you can recycle, how food will be served, etc. and what resources are or might be available onsite):

III. Waste characterization (What are all the different types of waste that will be generated, where and by whom will they be generated. Think of how to eliminate or avoid creating as much waste as possible.)

SAMPLE

Location/Material	***Disposed***	***Recycled***	***Donated***	***Reused***	***Other***
Registration Area					
Agendas		*X*			
Name Tags				*X*	
Coffee Cups				*X*	
Napkins	*X*				
Used Creamer Containers	*X*				
Used Sugar Packets	*X*				

List each material that will be generated by the event and how it will be handled.

Location/Material	**Disposed**	**Recycled**	**Donated**	**Reused**	**Other**

RECYCLE
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Location/Material	Disposed	Recycled	Donated	Reused	Other

IV. Collection methodology (Hire contractor, volunteers, etc.):

V. Analysis: