

Tips for reducing waste at community events

Before the event:

1. **Decide to reduce waste at your event.** Tell everyone involved in organising the event and include it on any event promotion.
2. **Think about what kinds of waste will be generated by your event and whether there are alternatives.**
3. **Meet with the vendors and strongly encourage them to use compostable or recyclable packaging/ utensils (not polystyrene!).**
4. **Decide whether the vendors will be able to leave their back of house waste in the festival bins.** If so, ask them to have their own separate bins for recyclables, compostables and landfill waste so they can easily dispose of it into the festival bins.
5. **Decide how many bin stations you'll need and contact a waste disposal company that provides bins for compostable, recyclable and landfill waste.** You can also set up a bin/ bag for collecting soft plastics, to take to Pak 'n Save, The Warehouse or New World after the event.
6. **Find volunteers who can supervise the bin stations.** 2 volunteers per station is ideal, and make sure they can take breaks.
7. **Designate one person to co-ordinate the rubbish collection and supervise the volunteers during the event.**

On the day:

8. **Cover up any existing bins in the festival area.**
9. **Set up bin stations.** Each station should have a compost bin, recycle bin, landfill bin and a soft plastic bin. Collect samples of packaging from vendors and attach these to the correct bins. Make sure bins are lined, so that rubbish can be removed easily once bin is full. Use signs or flags to make the bin stations more visible.
10. **Designate an area for full rubbish bags to be kept during the festival.**
11. **Train the volunteers.** Explain why you are separating waste at the festival. Show them which bin the different items of packaging should go in. Ask them to help people put their own rubbish in the right bin, rather than doing it for them. Remind them that someone needs to stay at the bin stations at all times.
12. **Equip the volunteers with gloves and a picker to retrieve rubbish that has been put in the wrong bin.**

During the event:

13. **Co-ordinator should circulate and check that rubbish is going in the correct bin, take away full rubbish bags and replace liners, rotate volunteers for breaks.**
14. **Event MC should regularly remind crowd to put rubbish in correct bins and tell people where bin stations are located.**

After the event:

15. **Bin stations to be supervised at all times until put away for collection.**
16. **Weigh the bags of rubbish and document the amounts collected.**
17. **Take soft plastics to a local collection point (Pak 'n Save, The Warehouse, Countdown)**
18. **Let everyone involved in the event and the wider community know how much waste was diverted from landfill. Celebrate!**

Compostable Packaging: Mangere/Otahuhu

Mangere Pak 'n Save:

Wooden cutlery

Pam's dessert bowls and side plates

Easy Life Packaging :

Paper food boxes

Wooden cutlery

Cardboard food boxes

Countdown Mangere East:

Biopak plates and bowls and cups

Home Essentials wooden cutlery

Biopak wooden cutlery

Biopak paper straws

Fresh Choice Otahuhu:

Biopak straws

Gilmours Manukau:

A range of different compostable products

Other options:

Banana leaves

Cabbage leaves

Lettuce leaves

Watermelon skins

**Which rubbish goes
in which bin?**

Compost:	Recycling:	Soft Plastics:	Landfill:
Food scraps (including meat and cooked food) Compostable packaging/ cutlery Wooden sticks and skewers Wet paper/ cardboard Serviettes/ tissues	Glass containers Plastic containers (including moulded plastic trays) Cans, tins Clean tinfoil Clean paper and cardboard	Plastic bags Chippy, lolly and ice- cream wrappers Clean cling film Bubble wrap Bread bags Any plastic that can be scrunched into a ball Take to Countdown Mangere East collection point	Polystyrene Balloons Dirty tinfoil and cling film Lolly pop sticks