

# 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 coordinate 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 the 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, and rotate volunteers for breaks.
14. Event MC should regularly remind the 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!

For more assurance in waste minimisation at your event contact Justine at [justine@mefsc.org.nz](mailto:justine@mefsc.org.nz) or 022 102 8195



# Waste at Events, Advice on what can go into each bin (Organics, Recycling and Landfill)

Organics Bin (GREEN) (food waste, paper, compostable items)	Recycling Bin (Yellow) (same as what can go into the recycling bin at home)	Landfill Bin (General Waste) (like at home, things that can't go in either of the others)
<ul style="list-style-type: none"> <li>- Food scraps               <ul style="list-style-type: none"> <li>● Fruit and vegetable scraps</li> <li>● Small amounts of meat scraps*</li> <li>● Small amounts of bread*</li> </ul> </li> <li>- Compositable plates/cutlery</li> <li>- Paper plates</li> <li>- Bamboo plates/cutlery</li> <li>- Compostable packaging**</li> <li>- Napkins and paper towels</li> </ul> <div data-bbox="60 976 536 1330" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">COMPOST</p> <p style="text-align: center; font-size: 0.8em;">some examples:</p>  <p style="font-size: 0.7em;">           FOOD: including meat, bones, cheese            PAPER: napkins, plates, cups, bowls            WOOD: utensils, coffee stirrers, skewers            NO plastic, metal, or glass         </p> </div> <p style="font-size: 0.8em; margin-top: 5px;">* From the sausage sizzle this will be all good</p> <p style="font-size: 0.8em;">** When is household <b>compostable</b></p>	<ul style="list-style-type: none"> <li>- Tin Cans (like from food)</li> <li>- Aluminium Cans (like from drinks)</li> <li>- Plastic bottles</li> <li>- Glass Bottles</li> <li>- Hard plastics like food containers, biscuit trays</li> <li>- Cardboard</li> <li>- Clean tinfoil</li> </ul> <div data-bbox="619 963 1031 1370" style="text-align: center; margin-top: 10px;">  </div>	<ul style="list-style-type: none"> <li>- Without a plan for soft plastics (the plastics you squish) this means soft plastics like food wrappers or bags go in here</li> <li>- Dirty metal or foils</li> <li>- Dirty hard plastic</li> </ul> <div data-bbox="1078 887 1535 1187" style="text-align: center; margin-top: 10px;">  </div> <div data-bbox="1107 1205 1487 1482" style="text-align: center; margin-top: 10px;">  </div>
<p>What happens after this event? Can be passed onto someone else to put into their worm farm/compost. Like the Border Park with PVA, or here at MEFS in Te Puna Oranga</p>	<p>What happens after this event? For this time round, you could try put in your personal recycling bin this time, or distribute among the team</p>	<p>What happens after this event? For this time round, you could try put in your personal recycling bin this time, or distribute among the team</p>