



SINGLETON
COUNCIL



SINGLETON EVENT WASTE WISE MANAGEMENT PLAN

TEMPLATE WASTE WISE MANAGEMENT PLAN

EVENT DETAILS

Name of event

Event date(s)

Time

Venue and address

Anticipated crowd size

Event activities

Venue description

Venue crowd capacity

Existing facilities ie toilets, bins etc

Other relevant information ie years
it has run, company organising event

CONTACT LIST

Name

Role/position

Contact details



STALLHOLDER OR BACK OF HOUSE WASTE - ESTIMATED AFTER CONSULTATION WITH VENDORS

Activity/ stall

Food or drink type

Materials generated

Recyclable

How much

When

BIN STATIONS (RECYCLING BINS, GARBAGE BINS, SKIPS)

How many bin stations are required front of house

What bins are required back of house

When bins will be delivered and where to

Where bins will be taken away

Bin stations highlighted on event site map

Other waste facilities required eg liquids

PROMOTIONAL ACTIVITIES

DATE/TIME

WHO

DONE

Write media release and issue to local media

Arrange for signage (translations if necessary)

Inform stallholders about Waste Wise requirements

Script announcements for MC to read out during event

Ask local council, community group, environmental organisation to host a stall to promote recycling at event if possible

Other



SETTING UP ON THE DAY OF THE EVENT	DATE/TIME	WHO	DONE
Attach labels and caps (if used) to bins			
Remove stand-alone bins or pair them into bin stations			
Cover up existing street bins			
Set up bin stations at predetermined locations and link them together			
Monitor stallholders as they set up			
Final check of bin station location and signage			
Other			

ACTIVITIES DURING THE EVENT	DATE/TIME	WHO	DONE
Monitor bin stations			
Waste Wise announcements by MC			
Monitor waste and recycling bin content quantities during the day			
Monitor back of house during the event			
Monitor back of house as stallholders begin to pack up			
Begin to clean up and collect unused bins			

ACTIVITIES AFTER THE EVENT	DATE/TIME	WHO	DONE
Final clean-up			
Continue monitoring stallholders as they pack up			
Evaluation			
Write assessment report			
Other			

ATTACHEMENTS (BIN PLAN, BRIEFING NOTES, PHONE INTERVIEWS)
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